

**ALL SAINTS UNIVERSITY, LANGO**



**FINANCIAL MANUAL**

**P.O. BOX 32**

**LIRA**

*A Manual that Documents Policies, Procedures and Guidelines for the Management of Finances of All Saints University Lango.*

APPROVED BY THE UNIVERSITY COUNCIL ON .....

Consent by the Chairman Governing Council:.....

DATE OF COMMENCEMENT: .....2024

## DEFINITION OF TERMINOLOGIES

In this financial management manual, unless the context otherwise requires:

**Academic Department:** Means the teaching department which functionally reports to faculty/school.

**Accounting officer:** Means the Accounting officer appointed in accordance with the universities and other tertiary institutions Act, 2001 (as amended) and the public finance and Accountability Act, 2003.

**Act:** means the universities and other tertiary institutions Act 2001 (as amended).

**Administrative Advance:** This refers to all monies paid in advance to any staff or other officials of the university, other than salary advances, to carry out activities on behalf of the university. Such advances shall be accounted for by providing acceptable evidence, documentation or explanation confirming the appropriate use of the funds for the intended activities.

**Administrative department:** Unless otherwise define, means a non-teaching department of the university which shall include the departments directly headed by the vice chancellor deputy vice chancellors, the University Secretary, University Bursar, Dean of students, the University Librarian, the Academic Registrar, the Directorate of Planning and development, Chief Internal Auditor, the Director of Human Resources, Directorate of Medical services and any other non-teaching department or office created and/or elevated by the university to the same or higher level as the aforementioned departments.

**Building:** Means any man-made structures and enclosures which are owned, rented or occupied by the University standing more or less permanently in one place.

**Cash:** For the purpose of this manual cash means; notes, coins, credit cards, money order, debit card and cheques/drafts, promissory notes and other method approved by the bank of Uganda.

**Cash in transit:** Means all forms of monies defined in this manual as being in custody of an officer of a university or remitted or transferred from one office or place to another.

**Committee:** Means any committee of council including an Adhoc-committee, sub-committee or Board of All saints University council or any other committee put in place by the university council in accordance with section 43 of the universities and other Tertiary Institutions Act, 2001 (as amended).

**Council:** Unless otherwise specified, the term “council” means the All saints’ university council.

**Dead Year:** Means an academic year for which or in which an application for temporary withdrawal from University studies by a registered student of All saints university has been granted by the Academic Registrar. Any student granted a dead year is allowed to resume studies in the subsequent academic year.

**Ensuing financial year:** Means a financial year, which is subsequent to the current financial year. It is a financial year for which the budget estimates are being prepared. For example if the current year is 2013/2014, then the “ensuing financial year” becomes the financial year 2014/2015

**Guild:** Means the entire students’ body of All saints University.

**Guild Leadership:** Means the team of university students elected by the students to be their leaders’ in accordance with the students Guild constitution. The Guild Representative council (GRC)

**Heavy plant:** Means items of a specialized nature which may include compressor, motorized engines, generators, heavy pumps, drillers, excavators, dumpers, cranes, rollers, trailers, dozers, road sweepers, graders, tar sprayers, fire service tenders, for lift trucks, or other similar items;

**Internal audit:** Means an independent, objectives, assurance, consulting and appraisal function established by the University to examine and evaluate its activities as a service to the university.

**Internal controls:** Means the systems of control devised by Management to ensure that the university's objectives are achieved; management policies are adhered to in a manner that promotes the economy, efficiency and effectiveness on the use of resource, that financial and other records are reliable and complete; and that the university's assets and interests are safeguarded;

**Land:** Means the surface or physical body mass of the earth with unlimited life owned, rented or occupied by the university, and is or /can be used to support structures, and may be vacant or use for farming or commercial or any other purpose.

**Loss:** Means any loss, theft, deficiency, fraudulent payment, suppression of revenue, irrecoverable revenue, misappropriation, misuse or unauthorized damage or destruction.

**Management:** Unless otherwise defined, means the committee of top management established under regulation 2.06 of this manual.

**Manual:** Unless otherwise defined, means this manual i.e. the All saints university financial management manual, 2013.

**Monies or money:** Includes cash, cheques, postal and money orders, stamps and other negotiable instruments of monetary value.

**Officer of the university:** Means officers of All saints university with the exception of the chancellor as defined and established under the universities and other Tertiary institutions Act, 2001 as amended.

**Revenue:** Means gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of an entity (such as sales of goods, sales of services, interest, royalties and dividends).

**Revenue collector:** Means any officer, cashier, or any other staff appointed by the university revenue or money;

**Risk management:** Means the establishment of policies, controls, procedure and/or practices to identify, analyse, quantify, monitor and/or control exposures of the university and its assets so as to minimize its potential or actual losses;

**Storekeeper:** Means any university officer in charge of receiving, storing and issuing goods, inventory and /or assets, or is in charge of a store of assets, goods, inventories and /or stock.

**Sundry income or expense:** Means assorted or miscellaneous income or expense.

**Treasury:** This is the treasury of the university which means the offices, situations or places where the university funds are authorized to be stored including the cash office and bank accounts.

**Unallocated stores:** Means store the cost of which is charged to a stores control account pending later to the relevant programme, sub-programme and item of expenditure;

**University Bank Account:** Means bank accounts authorized by university council and operated by the Accounting Officer, university Bursar and/or any other designated officer by university council on behalf the university including project accounts.

**University Bursar:** Means an officer appointed and posted to manage the finances of the university in accordance with the universities and other Tertiary institutions Act 2001

**University council:** Means the university council of All saints as defined in the universities and other Tertiary Institutions Act, 2001 (as amended).

**University staff or Employee:** Means any person appointed by the university and holding or acting in a university office. The nature or terms of appointment shall not affect the status of the staff or employee for the purpose of this manual.

**Virement:** means a re-allocation or transfer or change of approved funds between budget items within the same vote of an administrative department or faculty or school or project.

**Vote:** For the purpose of this manual a vote shall mean a portion of the approved All saints university budget expressed in money terms and allocated to a particular department, faculty, project or any unit.

**Vote Holder:** Means an employee of the university who is in charge or who is a controller of a vote. A vote holder shall also be interchangeably being called an account holder.

## **THE UNIVERSITY VISION, MISSION AND CORE VALUES**

All saints' university Lango is guided by the following vision, mission and core values:

1. **The university vision:** "To become a global centre of excellence in higher education and research through innovations and applicability of findings."
2. **The university mission:** "To assemble a community of students and academics and inspire them to superlative performance".
3. **The university core values:** Professionalism, Transparency, Ethics, Integrity.

**The following are the core values of All saints university Lango.**

- i. **Freedom of thought and expression:** The university promotes and defends freedom of thought and expression in academic inquire and other activities.
- ii. **Innovativeness and creativity:** Innovativeness and creativity is the hallmark of the university activities and programmes which initiate and adopt to change.
- iii. **Good corporate governance;** The University embraces and practices good corporate governance. In this regard, the university ensures that all its process and procedures are marked by efficiency, effectiveness and transparency; the university council, Management and staff are accountable for their decisions and actions. The decision making process are participatory and consultative and reflect meritocracy, openness and transparent.
- iv. **Team spirit and teamwork:** The University fosters a work environment characterized by team spirit and teamwork.
- v. **Professionalism:** In all actions and interactions, the university maintains and strives for ethical behaviours, professional etiquette and honesty.
- vi. **Quality customer service:** The University strives to provide quality services to all clients.
- vii. **Responsible corporate citizenship and strong social responsibility:** The University nurtures responsible corporate citizenship and strong corporate social responsibility.
- viii. **Respect for and conservation of the environment:** In all its activities, the University strives to respect the environment.

## **CHAPTER 1: INTRODUCTION**

### **1.01. Title**

This manual shall be cited as All saints university Lango Financial management manual, 2021

### **1.02. Formulation and approval of the manual**

1. This manual was formulated and approved in accordance with the functions and powers conferred upon council of All saints university Lango
2. This manual was internally formulated and drafted by then university Bursar and discussed by all staff in the departments of finance and internal audit and the procurement unit in a workshop at Garden in Lira City it was thereafter submitted and recommended it to the finance and resource mobilization committee of council.
3. The finance and resource mobilization committee of the university council further discussed it and recommended it to the university council for Approval.

### **1.03. Commencement of the manual.**

This manual instantaneously came into force upon its approval by the university council on the .....

### **1.04. The Objectives of the manual**

2. The Financial management manual for Al saints' university Lango was approved by the university council with the technical input from Top Management. It provides for authoritative guidance on the application of financial related policies. Procedures and systems for the university.
3. The main objective of the manual is to provide detailed policies. Rules, principles and procedures as principal guidance for the university council. Management , staff, students and the guide leadership in the management of the financial resources in All saints university Lango.



4. The Manual provides a standardized approach to financial management ,accounting systems and guidelines for the university by:
  - a) Documenting detailed procedures for use in preparing and processing accounting and financial information by the Administrative departments, faculties and all other units of the university.
  - b) Documenting university financial management policies and procedures that prescribe the standards for preparation, processing, use and sharing of financial information.
  - c) Providing information and reference material to assist both implementers and policy makers I taking correct decisions.
  - d) Providing information to assist Administrative Departments, Faculties and other units in accessing and using the university's financial management information systems.
5. The financial management information system operated by the university shall incorporate all university Administrative departments, Directorates, units Faculties/schools, academic Departments and others.
6. Bothe policy makers and implementers shall always refer and adhere to the policies guidelines and /or procedures established by this manual.

#### **1.05. Application of the manual.**

1. This manual shall apply to all financial transactions and business which are applicable to All saints university
2. This manual shall apply and be enforced on all members of All saints University Lango for compliance.

#### **1.06. Authority, Revision and Interpretation of the Manual.**

- 1) This manual shall take precedence over all other policies, guidelines, procedures, and/or instructions relating to financial management approved and/or issued by the university council and/or any other organ or person All saints university Lango.
- 2) The manual shall, however, be subordinate to the Ugandan constitution. All laws of Uganda. All statutory instruments, instructions or guidelines issued by the Government of Uganda.
- 3) The Accounting officer shall have the power to give interpretation or guidance on any matter, paragraph, clause or terminology in this manual that is deemed to be misleading, ambiguous or whose meaning is not clear or not clearly understandable to any person, group or section of users.
- 4) In case of any contention or doubt of the Accounting officer's interpretation, the final recourse for interpretation of any matter, paragraph, clause or terminology shall be with the university council through its relevant committee.
- 5) The university council shall from time to time when deemed necessary to issue new financial guidelines to fill lacuna or gaps in this manual.
- 6) The university's Top management committee shall be responsible for initiating and submitting proposals for review and /or revision of this manual to the university council.
- 7) All users of this manual are encouraged to forward all proposed revisions to this manual to the university's Top management committee for consideration through the university bursar.
- 8) This manual shall be put on the university website to ensure that every staff and student of the university can access it without limitation.

### **1.07 Implementation and monitoring arrangements.**

- 1) The approved manual will be distributed to the key university stakeholders so that it can be widely read for effective implementation and compliance.
- 2) The office of the university Bursar shall hold a number of training sessions for the various stakeholders to ensure that they are conversant with the provisions of this manual.
- 3) The university Bursar shall also issue guidelines to operationalize the implementation of the manual to all staff and students.
- 4) The university council shall receive reports on the status implementation of this manual every year highlighting the challenges, management actions and proposals emanating from thereon.

## **CHAPTER 2: FINANCIAL MANAGEMENT MANDATE AND RULES.**

### **2.01. The mandate of the university council.**

- 1) The university council shall be the supreme authority in the university and as such shall be the final decision making body on all policies and strategies relation to the management of finances and other resources of the university.
- 2) The university council shall perform the following functions in relation to financial management:-
  - a) To approve the annual budget estimates in order to authorized the collection of revenue and incurrence of expenditure by the university management and staff.

- b) To exercise policy making and supervisory control over university resources in accordance with this manual, the laws of Uganda and any other guidelines or policies that may be issued by government from time to time.
- c) To approve all strategic development plans, and Annual procurement plans to be financed by the university;
- d) To approve vote on-account, where the budgets have not been approved in time;
- e) To approve requests for supplementary and re-allocation budget estimates or provisions;
- f) To approve all university policies relating to finances and any other resources;
- g) To approve any introduction or revision of fees chargeable to students of the university;
- h) To discuss and approve financial reports, policies and proposals recommended by its committees.
- i) To receive, discuss and recommend draft proposals of policies and reports from the relevant faculties and Administrative departments for the university council's consideration.
- j) To review quarterly budgets and plans of the relevant Administrative departments and/or faculties and to make recommendations to the council;
- k) To handle all sector related matters referred to them by the university council

## **2.02 Mandate of the council committee responsible for finances.**

1) The university council shall at all times have a committee responsible for finances in accordance with section 43 of the Act with mandate to:

- a) Exercise policy supervision and control over the university's finances;

- b) Discuss and recommend financial policy proposals from management to the university council for consideration;
- c) Discuss quarterly financial performance reports and to make recommendations to university council for appropriate decisions;
- d) Discuss and consider and approve all budget re-allocation proposals from management.
- e) Discuss and recommend all proposals for supplementary provisions to the university council for consideration.
- f) Monitor the implementation of the university's financial policies and programmes.
- g) Receive and review all proposals for revision of tuition and other fees for recommendation to council.
- h) Recommend revenue mobilization proposals and policies to the university council for consideration and supervise the utilization and accountability of the mobilized resources.

**(2). The main roles and mandate of the council committees shall include.**

- a) To review the quarterly performance and status of the faculties and/or Administrative departments under their jurisdiction for decision making or recommendation to the university council for consideration. Be the immediate
- b) To design or cause to be designed the strategies, projects and proposals for attracting funding from development parents.
- c) To motivate the university staff of the university into efficient and effective performance of the university projects and activities.
- d) To submit to the university council for approval the project proposals developed/formulated for funding and the strategies for searching such external funding sources.
- e) To submit to the university council annual performance reports of projects developed and financed from external funding.

- f) To supervise and annually assess and appraise the performance of the Accounting officer, the faculty/school Dean and the Administrative Heads of Departments based on the approved budget and work plan.
- g) The vice chancellor shall be assisted by Top management and finance management committee that shall be set up to provide advisory services.

### **2.03. Mandate and Functions of Audit Committee.**

1) The university council shall constitute an Audit committee composed of:

- a) . Three members of the university council, elected by the university council, one of whom shall become the chairperson of the committee.
- b) (b). One professional accountant or auditor of at least five years practicing and /or working experience as professional accountant, recommended by the institute of public Accountants of Uganda (ICPAU).
- c) C). One lawyer of at least five years practicing and /or working experience, recommended by Uganda law society, who shall be with a practicing license as an advocate of the High court.
- d) d). The terms of service, mandate and functions of the Audit committee shall be laid out in the charter of All saints university Lango.

### **2.04. mandate of the vice chancellor.**

- 1) The vice chancellor shall be the overall supervisor of the financial, managerial and academic affairs of the university and shall be responsible for the strategic direction and leadership of the university.
- 2) The vice chancellor shall within three months of the end of every financial year present to university council the financial, administrative and academic performance of the university with detailed analysis of the status of implementation of policies, projects, programs, activities and the utilization of financial resources in the university.

- 3) The vice chancellor shall be responsible to the university council for the execution of the following functions, duties and outputs:

#### **2.05. Mandate of the Deputy vice chancellor (Finance and Administration)**

- 1) In accordance with section 32 (4) of the Act, the deputy vice-chancellor for finance and Administration (DVC) (F & A) shall assist the vice chancellor in the performance of his or her functions and in that regard the DVC(F&A) shall oversee the finances, administration, human resources, security, estates, health services, procurement, planning and development of the university and shall perform any other functions delegated to him or her by the vice chancellor or the university council.
- 2) In the exercise of the above functions the DVC (F&A) shall;
  - a) Have strategic control over the following functions in the university: medical services, students 'welfare, planning, budgeting, resource mobilization, expenditure management, investment, human resource management, security, estates and works, and procurement functions.
  - b) Participate as a key member of the university's Top management and shall coordinate the design and execution of strategic partnerships with other organizations for the development of the university.
  - c) Cause analysis of potential opportunities and threats, planning for and management of risks that are potentially exposed to the university's operations.
  - d) Supervise the university faculties, school and /or administrative departments in developing and executing budgets.

- e) Provide leadership in initiating proposals and negotiations for raising funds and other resources for university.
- f) Build and maintain team work amongst the staff and chair or participated in a variety of committees both internal and external to the university.
- g) Chair the Budget committee and coordinate the budgeting process.
- h) Do any other duty/function delegated to him/her by the university council or the vice chancellor.

#### **2.06. Mandate of Top management committee**

- 1) The university shall have a Top management committee (TMC) chaired by the vice chancellor, otherwise referred to as management, to advise the vice chancellor on the management of the university.
- 2) The composition of the Top management committee is as prescribed in the first scheduled of this manual. The vice chancellor may co-opt any other staff of the university as deemed necessary.
- 3) Management shall be responsible for planning and implementation of all university activities, projects and programs.
- 4) Management shall initiate and recommend all policies, plans and projects for council's approval through the relevant council committees.
- 5) Management shall be responsible for the following university affairs.
  - a) Initiating financial and technical planning proposals and the execution of implementation and monitoring of the university projects.



- b) Following up and reporting to university council on the state of implementation of the various polices and decisions on an annual basis;
- c) Reporting to the university council through its committees the status and performance of the university budget on a quarterly basis;
- d) Taking decisions for implementation and administration of the various projects, activities and programs;
- e) Reporting to the university council on manual basis the progress on the implementation of the university strategic plan;
- f) To initiating and recommending to council the budget proposals, draft work plans and draft procurement plan proposals through the council committee responsible for finances to council for consideration;
- g) To advising the vice chancellor on technical and financial matters;
- h) Doing any other duty relating to the management of the university or as may be delegated to it by the university council, senate or any committee of the university council;

#### **2.07. mandate of finance management committee**

- 1) There shall be a finance management committee instituted by the vice chancellor.
- 2) Finance management committee shall be composed of the following person:
  - a) vice chancellor
  - b) deputy vice chancellors

c) officers of public university, excluding the chancellor

d) faculty/school dean/vote holders

e) any other relevant/technical person as deemed necessary

3. The university shall have a financial management committee (FMC) to advise the vice chancellor on the financial management affairs of the university.

4. The FMC shall provide technical guidance and monitoring of all financial management matters as the vice chancellor shall require.

5. The FMC shall handle the following matters, among others;

a) Monitoring the management of finances in the university

b) Taking implementation decision decisions relating to the management of finances

c) Reviewing monthly financial performance of the faculties, schools administrative departments and ,or votes

#### **2.08. Mandate of the university secretary.**

1. The university secretary shall be the Accounting officer and the head of administration or civil service in the university.

2. In the exercise of his/her functions, the university secretary shall be responsible to the vice chancellor through the deputy vice chancellor in charge of finance and Administration.

3. The duties of the university secretary shall include, the following among others;-

a) To ensure that the financial procedure established by the universities and public finance and Accountability Act

- b) To ensure that revenue collection, debt management, expenditure control and payment of creditors is in accordance with this manual and any instructions of the university council or government of Uganda;
- c) To establish systems and facilities for efficient management of university resources to ensure adequate procedures for receipt, issue and safe custody of funds, stores, vehicle, plant and other assets;
- d) To establish and operate a reporting framework to assess whether the university receives value for money in respect of all its activities;
- e) To initiate and facilitate training and other initiatives for the efficient maintenance and improvement of the financial management skills and awareness of all the university officials, including staff, members of the university council, contractors, students and suppliers;
- f) To ensure that all staff and members of the university council are aware of and conform to the requirements of this manual and other financial management laws and guidelines
- g) To sign together with the university Bursar all purchase and financial instruments ordering goods, works and services to ensure that the goods/services to be procured is in accordance with the budgetary provisions.
- h) To ensure that no contract agreement, local purchase order (LPO) or other commitment shall be issued unless a proper commitment requisition has been approved;

- i) The university secretary shall ensure the availability of this manual to all members of the university council and all staff members and to ensure that they are conversant with procedures and guidelines therein.
- j) The university secretary shall quickly take appropriate action to staff or other stakeholders, including disciplinary action or prosecution, where the public finance and Accountability regulations.....this manual and any instructions issued by government are complied with by the university staff management and council;
- k) To ensure that the public monies, property and other resources of the university are properly managed and safeguarded;
- l) To report to the university council with a copy to the Auditor general, any cases of apparent waste, extravagant administration or failure to achieve value for money in addition to any weakness in financial and/or management procedures or systems;
- m) To produce when required by the Auditor general or accountant general or by such authorized public officer of government of Uganda, all cashbooks, stamps records or vouchers for inspection as required by the relevant laws of Uganda;
- n) Promptly respond to any queries addressed to him or her by the Auditor general. Inspectorate of government, public Accounts committee of parliament, the university council(or any of its committees) and/or the chief internal Auditor;
- o) To provide facilitation for the Budget committee for purposes of having an adequate and efficient system of planning, budgeting and budgetary

Control to enable preparation of work plans, procurement and budgets in the prescribed time, format and manner;

- p) To prepare and submit to the Auditor general the statement of final Accounts of the university for audit within three months after the end of each financial year in accordance with the public finance and Accountability
- q) To ensure that revenue collection, debt management, expenditure control and payment of creditors is in accordance with this manual and any instructions of the university council or government of Uganda;
- r) To establish systems and facilities for efficient management of university resources to ensure adequate procedures for receipt, issue and safe custody of funds, stores, vehicles, plant and other assets;
- s) To establish and operate a reporting framework to assess whether the university receives value for money in respect of all its activities.
- t) To initiate and facilitate training and other initiatives for the efficient maintenance and improvement of the financial management skills and awareness of all three university officials, including staff, members of the university council, contractors, students and suppliers;
- u) To ensure that all staff and members of the university council are aware of and conform to the requirements of this manual and other financial management laws and guidelines
- v) To sign together with the university Bursar all purchase and financial instruments ordering goods, works and services to ensure that the goods/services to be procured is in accordance with the budgetary provisions.
- w) To ensure that no contract agreement, local purchase order (LPO) or other commitment shall be issued unless a proper commitment requisition has been approved;

- x) The university secretary shall ensure the availability of this manual to all members of the university council and all staff members and to ensure that they are conversant with procedures and guidelines therein.
  - y) The university secretary shall quickly take appropriate action to staff or other stakeholders, including causing disciplinary action or prosecution, where the mismanagement and /or other anomalies are reported by the chief internal Auditor, the Auditor general and /or any other mandated person, authority or committee.
6. To supervise and report on the performance of budget/account holders to the vice chancellor for appropriate actions and decisions.

#### **2.09. Mandate of the university Bursar.**

1. The university Bursar shall be responsible to the vice chancellor through the university secretary who is the accounting officer for all financial transactions and accounts of the university as provided for under the universities and other tertiary institutions Act,2001 (as amended).
2. The university Bursar shall be responsible for the financial administration and planning of the university and shall maintain the accounts in a form determined by the university council.
3. In execution of his/her duties, the roles of the university Bursar shall be supervised by the vice chancellor and accounting officer.
4. The university Bursar's mandate and duties shall among others ,be to;
  - a) Manage the financial affairs of the university prudently, efficiently and effectively;
  - b) Ensure compliance with this manual. other university policies, the Act, the public finance and accountability, the public finance and accountability

regulations 2003 and any other instructions issued by the accounting officer, the vice chancellor and/or university council from time to time;

- c) Co-ordinate and support the budget committee, together with the Directorate of planning and development, procurement and disposal unit, directorate of human resources and academic registrar under the leadership of the deputy vice chancellor (F&A) in the preparation of annual budget estimates, work plans, procurement plans, recruitments and retirement plans and students' admissions in accordance with the budget cycle of the republic of Uganda.
- d) Ensure that the approved estimates of expenditure on votes under his or her control are not exceeded and to keep watch over the expenditure of votes of faculties and administrative departments and warn them if there is a danger of those votes being exceeded;
- e) Ensure that no expenditure is incurred when it is not approved in the relevant budget estimates;
- f) Maintain sound system of accounting in accordance with this manual and /or instructions issued by government;
- g) Supervision and ensure the prompt collection and banking of all fees and other revenues due to the university;
- h) Supervise all officers entrusted with the receipt and expenditure of the university funds and to take precautions, through frequent checks against the occurrence of fraud, embezzlement, errors or carelessness;
- i) Supervise the expenditure and other disbursements of the university and ensure that no payment is made without proper authority and in case of any apparent extravagance to bring the matter to the attention of the relevant officer, the accounting officer and/or the vice chancellor;

- j) Charge under the proper faculties or administrative departments and budget items all disbursements of the university;
- k) Co-ordinate the preparation of the annual accounts of the university for audit and prepare financial statements and returns as required by the Act and the public finance and accountability
- l) Prepare special reports as required by the university council, management, donors or the government;
- m) Make provision for the secure custody of all the receipt books and other accounting stationery;
- n) Monitor in consultation with accounting officer, the university's procedures for the procurement of goods, services and works and to ensure that all officers concerned provide adequate storage for stores and assets in their receipt and/or custody;
- o) Check and advice the university secretary on the disposal process of the stores or assets, and provide the necessary information to the contracts committee in the execution of its work;
- p) Ensure that proper provision is made for the safekeeping of all university council monies, securities, valuable documents and account books;
- q) Supervise the operation, maintenance and protection of the university's accounting and data processing equipment including the provision of dust and damp-free accommodation and standby facilities in the event of breakdown or power failure;
- r) Take full responsibility for performance of staff under his or her control and to ensure adequate staff training ,deployment and allocation of duties;



- s) Ensure that officers with responsibilities of a financial nature are conversant and comply with financial policies and regulations;
  - t) Report to the accounting officer and/or director of human resources, cases of indiscipline and make recommendations for disciplinary action against any officer who continuously contravenes financial policies and/or regulations;
  - u) Implement lawful policies and directions of the university council, as communicated to him or her by the vice chancellor or the university secretary and where he or she considers any direction not to be in accordance with the Act, financial policies or regulations, prepare a written statement of objection or advice to the vice chancellor and/or the accounting officer.
  - v) Liaise with donors and Non-Governmental organizations for independent audits of accountabilities statements of funds given to the university by those agencies;
  - w) Ensure that all officers receiving revenue account to the accounting officer and that the payment of salaries to all employees of the university is done as a collective responsibility involving the accounting officer and the vote controller.
  - x) Sign alongside the accounting officer, all purchases and financial instruments for commitment or expenditure of the funds of the university;
  - y) Ensure that all university's recurrent and capital development expenditure transactions are processed through the commitment control system (CCCS);
  - z) Ensure that commitments are not approved unless there is sufficient uncommitted balance available in the commitment limit for the relevant budget item;
5. The university Bursar shall, submit quarterly financial reports to the respective council committee responsible for finances, in the manner prescribed by the university council.

6. The university Bursar may issue guidelines for the management of funds and other resources of the University for Compliance by all staff and/or students of the university.
7. The university Bursar shall bring to the notice of the accounting officer and to the management any apparent deficiency in this manual and suggest any means by which deficient sections may be improved.
8. All proposals for review of this manual shall be submitted to the university Bursar for scrutiny and advice to management.

#### **2.10. Mandate of the chief internal Auditor**

- 1) The chief internal Auditor shall be administratively responsible to the vice chancellor but shall be functionally responsible to the university council Audit committee.
- 2) The duties of the chief internal Auditor shall be in accordance with the internal Audit charter.

#### **2.11. Mandate of the director of planning and development**

- 1) The director of planning and development shall be responsible to the vice chancellor through the deputy vice chancellor (F&A).
- 2) The office of the director of planning and development shall be the focal office for planning, budgeting, monitoring and evaluation in the university. As such, the director of planning and development shall be the coordinator of the planning, budgeting, implementation, monitoring, evaluation and reporting activities in the university.

- 3) The directorate of planning and development shall be a central department for developing the strategic plans and budget estimates and will ensure that the two policy documents are congruent.
- 4) In the execution of this function, the Director of planning and development shall be responsible for;
  - a. Preparing annual monitoring and evaluation reports for submission to the vice chancellor.
  - b. Coordinating and taking the role in the initiation, compilation and presentation of the university annual budget in close consultation with the university Bursar.
  - c. Reporting on a quarterly basis, the work plan and activity performance to the vice chancellor.
  - d. Evaluation and assessment of the financial resources allocation strategy every two years to ensure that the university is financing programs according to the strategic plan.
- 5). In exercise of the function in paragraph in paragraph 2 (d) above, the Director of planning and development shall evaluate and assess the relevancy of the university strategic plan and, where necessary, initiate its review.

#### **2.12. Mandate of Heads of Administrative Department and Faculty Deans.**

- 1) The duties of the Heads of Administrative Department and/or a faculty Dean in respect of financial management include. But shall not be limited to the following-

- a) Being an account holder and as such being signatory to the bank accounts they control and taking personal responsibility for supervising the operations and transactions in his/her faculty or administrative department.
  - b) Recommending to the university secretary the faculty/Department's payment requests and commitments for approval;
  - c) Being personally responsible for ensuring that all financial commitments of his/her Administrative department or faculty are within the commitment limits of cash received and available, and in line with approved budget and work plans;
  - d) Ensuring the availability of this manual to staff members' faculty are conversant with this manual;
  - e) Submitting the financial and physical progress reports within ten days after the end of each quarter to the university secretary, with copies to the vice chancellor, the university Bursar and the director of planning and development.
  - f) Being responsible for the production of the department/faculty annual work plans. Procurement plans, budget proposals and development plans in accordance with the budget cycle,
  - g) Promptly reporting incidents of death, abscondment, desertion, dismissal, suspension or interdiction of any employees under their jurisdiction to the university secretary with copies to the vice chancellor, university Bursar, Director of human resources and the chief internal Auditor in order to take the necessary actions to save financial losses to the university.
- 2) The director of human resources shall be responsible for taking action on cases of death, abscondment, desertion, dismissal, suspension or interdiction of any employees to ensure that no financial losses are incurred by the university.

- 3) The Head of an Administrative department and/or Dean shall ensure that the under his/her jurisdiction account for the funds and/or other resources collected by them or advanced to them or in their custody.
- 4) The Head of an administrative department and/or faculty/school Deans shall do any other work incidental to his/her duties or as shall be assigned by the university council, vice chancellor and/or the accounting officer.

### **2.13. Mandate and Responsibilities of other university staff.**

- 1) Each employee or any other official of the university concerned with the receipt, custody, disbursement or documentation of money, stores or other assets shall;-
  - a) Comply with the laws of Uganda, this manual, the internal Audit manual, and any other directions or instructions issued by the university council, the vice chancellor, the Accounting officer or university Bursar;
  - b) Exercise due care over the receipt of revenue, ensure its punctual collection and banking and report immediately to the Accounting officer or University Bursar, or account holder any defect or difficulty in the procedure for the collection of revenue which comes to his or her notice;
  - c) Exercise strict supervision over all officers under his or her authority entrusted with financial or accounting duties and bring to the attention of the university Bursar or take precautions, against the occurrence of fraud, embezzlement or errors and maintain an internal check system;
  - d) Produce for inspection all cash, securities, books of accounts, records, receipt books or vouchers or any other assets of the university in his or her charge, when required by the Auditor General. Accounting officer, university Bursar, Chief internal Auditor or any other authorised person including donors;

- e) Promptly reply to any queries addressed to him or her by any of the officers referred to in paragraph (d) giving in full the information or particulars required;
- f) Promptly prepare and submit financial returns and statements as required by any law, financial regulation, or instructions from the university Bursar and requirements of Government, and.....
- g) Promptly report incidents of death, dismissal, suspension or interdiction of any employees under their jurisdiction to the respective Head of Administrative department/Faculty Dean with copies to the Accounting officer, the Director of human resources, the chief internal Auditor and the university Bursar in order to take the necessary actions to save financial losses to the university.
- h) Do any other work incidental to their duties or as may be assigned by the university council, vice chancellor, faculty Dean, administrative head of department or supervisor.

#### **2.14. Accountability for Funds and Other Resources.**

- 1). In accordance with article 164 of the constitution, all public officers are personally and pecuniary responsible for the due performance of the financial duties of their offices, for the proper collection and custody of all public monies, stores, and assets receivable by them or under their authority or custody.
- 2). If any university officer fails to satisfactorily account for funds or to produce any cash, stores or other assets of value (or part thereof) entrusted to him or her, the Accounting officer or university Bursar may require him or her to make good the deficiency, which may be deducted from any monies due to him or her from the university in addition to other disciplinary actions.

3). University staffs to which cash, stores, or other items of value are jointly entrusted, such as the holders of keys of strong-rooms, safes and cash boxes, may be required to make good any deficiency jointly and or severally.

4). The university shall provide adequate security to staff who are constantly in possession of or keep custody of university money, especially those staff in the university cash office.

5). Any staff or official of the university who receives money or other resources to carry out a duty or activity must account for such monies or other resources within two months to the full satisfaction of the Accounting officer.

6). Where the university staff or official cannot account for the monies or other resources advanced to him or her due to the lengthy nature of activity or due to any other circumstances, the staff or official shall apply to the Accounting officer for extension of the period of accountability for the advanced monies or other resources.

7). The accounting officer may accept or reject the application for extension of accountability period with or without conditions.

8) The application for extension of such an accountability period shall be constructed to have rejected if no acceptance is issued by the Accounting officer within one month of receipt of the application.

9). The accounting officer may, at his/her own discretion, delegate the accountability function to his or her deputy, the university Bursar, heads of administrative departments or Faculty/school Dean or any other senior staff of the university in order to enhance the efficiency of the accountability function in the university.

## **2.15. Rules for Management of University Financial Resources.**

- 1). All the assets or resources of the university shall be under the control and management of the accounting officer with the supervision of the vice chancellor, in accordance with this manual, the public accounts Act and other directives or guidelines of the university council and /or Government of Uganda .
  
- 2). The university secretary, who is also the accounting officer, shall cause to be established adequate internal control systems to promote management efficiency and minimize risks affecting university assets and the timely achievement of the university objectives.
  
- 3). The internal control systems in rule 2.01 (2) above shall include policies, principles, systems, rules and procedures designed to ensure efficiency, affordability and to protect and safeguard university resources.
  
- 4). The accounting officer shall put in place detailed financial management controls to ensure that activities associated with authorizing, processing, recording, and reporting financial transactions are properly instituted and that the information resulting from these activities is accurate, reliable and relevant.
  
- 5). Administrative controls shall be put in place by the accounting officer to ensure that all resources (physical, financial and human) are properly acquired, maintained, used and accounted for; and that decisions regarding the expenditure and utilization of funds and other resources are based on reliable information; and that budgets are properly developed and monitored to ensure consistency between planned and actual expenditures.
  
- (6). The accounting officer shall from time to time design and facilitate adequate systems for segregation of duties, mandate and functions of the University council committees of council and the staff.
  
- (7). The accounting officer shall accord and ensure adequate facilitation and independence of internal Audit, External Audit committee and other Boards or



committees of investigation in order to promote transparency and accountability in the University.

## CHAPTER 3: BUDGETING AND BUDGET MANAGEMENT.

### 3.01. Budgeting.

1). The University council in accordance with the Universities and other Tertiary institutions Act,2001 9as amended). section 41,approve the university budget proposals and the final accounts submitted by the management, This shall as well be in consistency with the public Finance and Accountability Act,2003 and the Budget Act, 2001.

### 3.02. Budget Approval

(1). Budget estimates shall be based on realizable financial resources and achievable outputs for purpose of ensuring that the variances between actual out-turns and budget estimates are minimal.

(2). Each administrative department or faculty shall make estimates for the proceeding year based on the anticipated level of realizable revenue and achievable expenditure outputs. The departmental or faculty estimates shall be consolidated to produce the overall university budget estimates.

(3). Once approved by the university council and the minister responsible for education, the university budget estimates shall constitute the official and complete financial programme of the university for the ensuring financial year.

(4). The chairperson of the university council shall endorse the approved estimates on behalf of the university council as provided for in the Act.

(5). The Budget proposal shall be approved together with the university work plans, procurement plan, recruitment plans, retirement plans taking into consideration the students 'enrolment and staffing levels.

(6). The approved budget shall be disseminated to all Faculty Deans, Administrative Heads of Department and Faculty Deans.

### **3.03. General Budget principles.**

The general principles of budget include the following;

- 1) . Budget estimates shall reflect projected revenues and expenditures which are realistic and balanced.
- 2) . The Heads of Administrative departments Faculty/school Deans shall be the vote holder's and therefore responsible for the initiation, production and the execution of the budget functions.
- 3) . The convocation shall budget, receive, spend and account for funds in accordance with the rules and regulations of this manual.
- 4) . Budget frame work papers' enrolment, recruitment and retirements plans and financial year's approved budget estimates shall form the basis of the annual estimates of the ensuring financial year.
- 5) . The prevailing factors and circumstances which are likely to affect future operations shall be taken in to account when preparing the budget estimates.
- 6) . Revenues and expenditures shall be itemized as for as possible not shown by block amounts. The detailed budget estimates shall show against each item of revenue and expenditure, the expected to be collected or spent in the year of the budget estimates, together with the approved figure and the revised estimates for the current year.

### **3.04. The participatory Budgeting process**

- 1) . The budget preparation process shall be consultative and participatory in order to promote transparency, ownership and accountability of the budgeting processes and the resultant approved budget estimates.
- 2) . The budgeting process shall start in the month of October for every financial year and in accordance with the Budget. This shall include compilation of the planning and budgeting data from all Administrative departments' faculties and /or Academic departments, through prioritization process, reading and approval of the ensuing financial year budget.
- 3) The following university bodies shall discuss the budget proposals in the following order: Faculty/school Boards, Administrative departments, Finance management committee, top management committee, and the committee of council responsible for finances and the university council.
- 4) The following organs shall be represented by one person each during the budgeting process, except during the meetings of the university council or its committees, where they will be represented by their statutory council representatives;
- 5) The Heads of administrative departments and/or faculty/school deans shall be responsible for organizing, coordinating and presenting their sector budget proposals during the various stages of the budgeting process.

### **3.05. The design of the budget estimates and plans**

- 1) The budget estimates will be divided into two parts; the recurrent Budget and capital development Budget with all amounts expressed in Uganda shillings.
- 2) The objectives of the revenue and expenditure estimates shall be clearly stated in the budget preamble with measurable targets that are directly linked to the work plans for the same financial year.

- 3) The budget estimates shall be prepared in detail showing revenue and expenditure items, to permit proper monitoring and to support the explanation of variations and adjustments.
- 4) All budget estimates of revenue and expenditure shall be in accordance to chart of accounts issued by the accountant general. This shall involve coding, organizing and assigning of the budget estimates in the format provided to all programmers, projects, administrative departments and faculties.
- 5) The achievement of service delivery and capital development plans shall be linked to specific expenditures in the budget estimates so that the efficiency of the expenditure choices can be assessed and problems identified.

#### **3.06. Alignment with Government Budgeting Process.**

- 1) The budgeting process for the university shall be aligned with the budgeting principles and guidelines from the ministry of finance, planning and economic development as shall be communicated in the budget call circular or any other standing instructions issued to guide the budgeting process.
- 2) The university shall particularly comply with the budgeting process adopted by the ministry of education and sports to ensure that there is harmonious feed back into the overall government budgeting system.
- 3) The university shall ensure that the correct budgeting and planning figures issued by the central government are correctly captured and included in the university's budget estimates.
- 4) Adequate time shall be given to ensure that data in the final budget call circular from the ministry of finance, planning and economic development is correctly captured and included in the final university budget estimates in accordance with the chart of accounts issued by the accountant general.

#### **3.07. Approval of the Budget estimates and plans.**

- 1) The accounting officer shall ensure prompt production and submission of annual work plans, procurement plans and budget estimates to the university council for consideration by the end of April of each financial year.
- 2) The budget estimates shall be based on the objectives to be achieved for the financial year and during implementation efforts shall be made to achieve the agreed objectives or targets, as the programme of the university
- 3) The chairperson of the university council shall sign the approved estimates on behalf of the university council.
- 4) The approved budget estimates shall be submitted to the minister responsible for education with copies to the permanent secretaries of the ministries responsible of education and finance within ten days immediately after approval by the council.

### **3.08. Establishment of budget committee.**

- 1) The university shall a budget committee composed of the following members;
  - (a). The deputy vice chancellor (finance and administration)-chairperson
  - (b). The university secretary
  - (C). The university Bursar
  - (d). The director, planning and development (secretary)
  - (e). All faculty deans
  - (f). All administrative heads of departments
  - (g). Deputy Bursar in charge of budgeting
  - (h). The head of the procurement and disposal unit
  - (i). The head of works and estates department
  - (j). Students' guild representative
  - (k). Representative from staff associations and the union
  - (l). Any other person (s) nominated by the university secretary.
- 2) The duties of the Budget committee shall include:

- a) Coordinating and mobilizing the faculties and Administrative departments to produce annual plans, annual procurement plans and budget proposals for submission to the university management.
- b) Following up the budget cycle issued by the ministry responsible for finances in Uganda and the Accounting officer and be responsible for informing the finance management committee, the Top management committee and the university council of the progress of the budgeting process.
- c) Ensuring that the university faculties and administrative departments produce realistic procurement plans, budget proposals and annual work plans.
- d) Ensuring that the budgets, work plans and procurement plans are harmonious with each other.
- e) Compilation and consolidation of all the budget proposals, procurement plans and work plans submitted by the faculties and administrative departments in prescribed forms and formats for submission to; Finance management committee, Top management committee, the relevant council standing and editing finally to the university council.
- f) Proof-reading and editing the format, form, text, content and substance of the budget estimates, work plans and procurement plants to ensure they are linked, consistent and consonant with each other and that they are compliant with the vision, mission, objectives and activities outlined in the strategic plan of the university.
- g) Ensure that the budget proposals are in conformity with the format designed by the ministries responsible for finance and education in Uganda.

- h) Supervising, monitoring the performance of the budget, work plans and procurement plans of the University and reporting to management or financial management committee any gaps or challenges for corrective actions.

### **3.09. Recurrent and development Estimates.**

1. The budget estimates of the university shall contain and clearly indicate both the recurrent and development sections of the budget;
2. The university shall clearly indicate in the budget estimates the relative contribution of the government subvention, on Tax revenue and donor funds to the development and recurrent budget estimates;
3. The estimates of recurrent and capital development expenditure shall be produced in a format provided for in the instructions issued by government.
4. The background to the budget estimates shall describe;
  - a) . All the major capital development projects budgeted for implementation in the financial year of the budget estimates and shall state the strategies and period in which the projects are expected to be accomplished.
  - b) All the major administrative and academic innovations, reforms or achievements planned for implementation during the financial year of the budget estimates with clear milestones and expected period within which to be accomplished.
5. Feasibility studies, work plans, cost benefit analysis and environment impact assessment shall be indicated clearly before any project takes off and explanatory notes shall be provided to show the purpose and need for each project, and what the source of finance is to meet the full cost the scheme.

### **3.10. Preparation of the work plans.**

1. The university through directorate of planning and development shall prepare university annual work plans every financial year on which the budget estimates shall be based.
2. The objectives and activities in the University annual work plans shall be extracted from the approved strategic plan.
3. The budget centres shall be independently responsible for the preparation of work plans through the supervision of the directorate of planning and development.



(4) The work plans shall be produced alongside the procurement plans, budget estimates, students' admissions, recruitment plans, and shall be based on the available funding in the budget estimates.

(5) The work plans shall be approved together with the budget estimates for the same financial year.

### **3.11. Preparation of the Procurement Plans**

(1) The University through procurement and Disposal Unit shall produce University procurement plans every financial year in accordance with the Public Procurement Act, 2003 and other relevant regulations (as amended).

(2) The budget centres shall be independently responsible for the preparation of procurement plans through the supervision of the Procurement and Disposal Unit.

(3) The procurement plan shall be produced alongside the work plans, budget estimates, students' admissions, recruitment and retirement plans, and shall be based on the available funding in the budget estimates.

(4) The procurement plan shall be approved by the Contracts Committee.

(5) Before approving the University Procurement Plan, the Contracts Committee shall ensure that the contents of the draft Procurement Plan to be approved are consistent and consonant with the contents of the approved University Budget Estimates for the same financial years.

### **3.12. Preparation of the students' Admissions, Recruitment and Retirements Plans**

(1) The University through Academic Registrar shall produce students' admissions and other academic matters of the University every financial year in accordance with the University and Other Tertiary Institutions Act 2001 (as amended).

(2) The budget centres shall be independently responsible for the preparation of students' admissions supervised by Academic Registrar.

(3) The Directorate of Human Resources shall be responsible for the preparation of University recruitment and retirement plans every financial year.

(4) The students' enrolment and University recruitment and retirement plans shall be produced alongside the work plans and budget estimates, and shall be based on the available funding in the budget estimates.

(5) The approved students' enrolment and University recruitment plans shall guide the budget estimates for the ensuing financial year.

### **3.13. Revenue Estimates**

(1) Revenue shall be divided into different sources and coded accordingly and separate items shall be provided for revenue collections in respect of the year of estimates and arrears from the previous year.

(2) The revenue sources shall be categorized into;

a) Government subvention

b) Non - Tax Revenue (NTR) sources will constitute tuition and functional fees as approved by the University Council from time to time and any other source of revenue as spelt out in the third schedule of this manual.

c) Project donations from external institutions/ bodies or individuals.

(3) The estimates of revenue will give the following information in respect of each source:

a) The actual revenue of the previous year;

b) The estimated amount to be collected next financial year.

### **3.14 Government Subvention**

(1) Government grants shall be considered as part of the University revenue and shall be integrated in the University budget, to be spent on priorities determined by the University Council taking into the University priority programmes.

(2) If there are conditional grants from the Government or donors such grants shall be part of University revenue but shall be planned for, recorded, utilized and accounted for according to the grant conditions.

(3) Conditional grants shall be budgeted following an agreement between the University and Government and/or the relevant donor and the allocation, utilization and accountability for such grants shall be agreed upon with the government or donor.

### **3.15. Expenditure Estimates**

(1) The detailed recurrent expenditure estimates shall be such detailed to include administrative departments, faculties, projects and/or programmes.

(2) The individual items of revenue and expenditure shall then be included in the section budgets which shall then be consolidated upwards to the administrative department/ faculty level and/or the whole University.

### **3.16. Final Stage of Budget Process**

(1) The final stage of the budget preparation process shall be the finalization of the work-plan, procurement plan, budget estimates, students' admission, recruitment and retirement plans, for presentation to and approval by the University Council.

(2) At the University Council meeting for reading of the budget, the chairperson of University Council Committee responsible for finances will present the budget and annual work plan and procurement plans to Council.

(3) The University Council meeting to discuss and approve budget estimates shall give the members of the University Council the opportunity to debate and approve the budget proposals and the activities in both the procurement plan and annual work plan.

(4) Once approved by the Minister, the budget shall become a legally binding document and shall be communicated to all stakeholders including all members of the University Council, Senate, Top Management, Faculty Deans, Heads of department and sections.

(5) After the approval of the budget, a sensitization of the key implementers about the approved budget shall be done by the offices of the University Bursar, and the Director of Planning and Development.

#### 2.17. Budgeting for Development Partners funded Projects

(1) All donor funded projects planned to be implemented in any financial year shall be declared to the University Council by incorporating them into the budget estimates for the relevant financial year.

(2) Where the expected funds cannot be reliably estimated, they shall not be incorporated in the budget estimates but shall be disclosed in the notes to the budget estimates.

(3) All employees of the University seeking donor financing for their project proposals shall always communicate to the University Secretary the expected funding sources with brief description of the project components and objectives, and the project cost for incorporation or disclosure in the budget estimates.

(4) The funds sourced from donors shall be budgeted, utilized and accounted for in accordance with the terms of grant agreement.

(5) Every quarter, the University Council shall receive a financial and physical report on all the donor funded projects from the Project Coordinators.

(6) Donor project budgets or proposals shall include a component of administrative service fee amounting to 10% or more of the proposal budget or funding amount.

(7) On receipt of the donor funding, the amount for administrative service fee shall be payable to the University as a service fee for managing the donor funds.

(7) This administrative service fee shall be used to fund the administrative costs and programs of the University relating to the relevant donor Project.

(8) For avoidance of doubt nothing shall invalidate a project proposal or stop a donor funded project from being accepted or implemented by the University if the administrative cost in paragraph 3.17(6) is revoked or rejected by the donor.

(9) Where the administrative service fee in paragraph 3.17(6) has been rejected or revoked by the donor, the project Coordinator shall specifically communicate that matter to the University Secretary for noting.

### 3.18 Revision of Budget Estimates.

(1) A revision of budget estimates may fall into one of the following categories:-

(a) Virement, which shall involve the re-allocation of approved funds between budget items under the same the administrative department or faculty. Virement shall be approved by the Accounting Officer who shall, thereafter, report to the Committee of Council responsible for finance for ratification.

(b) Re-allocation, which shall be the re-allocation of approved funds between items under different programs such as between different administrative departments and/or faculties.

(c) Supplementary estimates, which shall involves additional funds required for recurrent expenditure or capital development purposes or an increase in the total approved estimated expenditure for the year. This is only approved by the Parliament after University Council approval.

(2) A virement may be approved by the Accounting Officer and subsequently reported to the Council Committee responsible for finances for ratification.

(3) Re-allocation of funds and supplementary estimates/ provisions shall require the prior approval of the University Council.

(4) Vote holders, in consultation with the University Bursar, are responsible for monitoring their expenditure to ensure that the budget limits of their Administrative Departments or Faculties are not exceeded and to initiate requests for virement, reallocation and/or supplementary provisions when their budget limits are about to be used up.

### **3.19. Virement Warrants**

(1) An application for virement shall be made by the account relevant budget holder to the University Secretary showing the amount(s) to be transferred and the budget items under the same programme of expenditure affected.

(2) Application for virement shall only be valid if the budget items between which the funds are to be transferred are within the same Faculty or Administrative Department.

(3) If the Accounting Officer, in consultation with the Vice Chancellor, has no any objection, a virement warrant shall be issued to the account holder concerned, with copies to the vice Chancellor, Deputy Vice Chancellor (Finance and Administration), University Bursar, the Chief Internal Auditor, the Auditor General and the Secretary to the Treasury.

### **3.20. Re-allocation Warrant**

(1) An application for re-allocation shall be made by the vote controller concerned to the Accounting Officer showing the amounts to be transferred from one Sub - Program to another and the budget programs affected.

(2) Application for re-allocation warrant shall only be valid if it involves a transfer of funds from one faculty to another, one Administrative Department to another or from a Faculty to an Administrative Department or vice versa without requiring funds over and above the overall approved budget estimates for the financial year.

(3) The Accounting Officer shall, after consultation with the Vice Chancellor, submit the application for re-allocation to the Council Committee responsible for finances where the Head of the Administrative Department or Faculty Dean and Chairpersons of relevant Council Committees shall attend to explain or clarify the reasons for the re-allocation.

(4) If the University Council approves the re-allocation, the Accounting Officer shall issue a re-allocation Warrant to the relevant account holder, with copies to the vice

Chancellor, Deputy Vice Chancellors, the University Bursar, Chief Internal Auditor, Auditor General and the Secretary to the Treasury.

### 3.21. Supplementary Provisions

(1) If new or additional funds are required over and above the approved budgetary provisions for the financial year, which cannot be met by virement or re-allocation, the relevant account holders shall apply to the Accounting Officer for a supplementary provision.

(2) An application for supplementary estimates shall specify the source additional revenue or external funds which shall cover the cost of the additional requirements.

(3) After consultation with the Vice Chancellor and on recommendation of the Finance Management Committee, the Accounting Officer shall submit the application for supplementary estimates to the Council Committee responsible for finances where the relevant account holder and Council Committee shall attend to explain or clarify the reasons for the supplementary estimates and after scrutinizing the application, the Council Committee responsible for finances shall make recommendations and submit the application for supplementary estimates to the University Council for approval.

(4) On approval by the University Council, the Accounting Officer shall write to transmit the request for supplementary budget to the Secretary to the Treasury for approval by government, with copies to the Permanent Secretary, Ministry of Education and Sports.

(5) When a virement, re-allocation or supplementary estimates warrant has been issued, the vote book must be amended to reflect the corresponding increases and decreases and the approved estimates are thereby formally amended.

### 3.22. Budget Review of Government Subvention or Donor Funds

(1) Virement, re-allocation and supplement budget requests relating to government subvention or donor funds shall not be granted except with the written consent of government and/or the relevant donor.

### 3.23. Unauthorized Excesses

(1) On the final adjustment of accounts of the University at the end of the financial year, the schedules and explanations of account controllers shall be submitted by the Accounting Officer to the Auditor General.

(2) Where there is unauthorized excess expenditure, the account holder must then show cause for excess expenditure in respect of their projects, Departments or Faculties/ Schools and the schedules and explanations of vote controllers shall be submitted by the Accounting Officer to the Auditor General along with annual accounts for audit, within the statutory period.

(3) Unauthorized excesses may be surcharged against the officers responsible in accordance with the provisions relating to loss of public monies, stores and other assets.

### 3.24. Budget Implementation and Monitoring

(1) It shall be the responsibility of budget holders to ensure that the activities and projects approved in the budget estimates are implemented on time in accordance with the work plans and procurement plans approved together with the budget estimates.

(2) The account holders shall ensure that value for money for all activities and projects is attained through efficient monitoring of progress of activities and projects and comparison of the project costs with the planned budget.

## **CHAPTER 4: REVENUE MANGEMENT**

### **4.01. Authority for revenue Collection and Expenditure**



(1) On approval of the budget estimates by the University Council, the management shall collect the approved revenues and fees to put into operation the provisions of the estimates.

(2) The Chairperson of the University Council shall sign the approved estimates, after receipt of the approval letter of the budget estimates from the Minister of Education and Sports, which shall be published and distributed to all Council members, the Faculties, Administrative Departments, all chairpersons of ASULASA, ASULSASA and NUEI in order to make them available for use or reference by all staff members.

#### **4.02. Revenue Collection Responsibilities**

(1) The University Secretary with the technical guidance of the University Bursar, shall be responsible for ensuring that revenue collectors, defined under this Manual, carry out their duties properly to ensure that all revenue due to the University is promptly collected and banked intact.

#### **4.03. Revenue Reports**

(1) The Accounting Officer shall, with the technical support of the University Bursar, prepare and submit monthly, quarterly and annual reports of revenue performance as part of the overall financial performance to the Vice Chancellor through appropriate channels.

The revenue reports shall be presented to the different Committees before approval of the University Council and final submission to the Minister of Education and Sports and other relevant government bodies.

(2) All arrears of revenue if any, carried forward at the end of each accounting period shall be duly brought forward at the beginning of the next accounting period.

#### **4.04. Revenue Collectors**

(1) A revenue collector shall be the University Bursar or any other person authorized in writing to collect revenue on his behalf.

(2) No person shall collect revenue on behalf of the University unless such a person is an appointed staff of the University or is a contractor approved by the Contract Committee of the University for that purpose.

(3) For avoidance of doubt, all staff appointed by the University shall be presumed to be revenue collectors, if by virtue of their positions, they collect, handle, are in possession of or keep money or have been specifically appointed or deployed to collect revenue or be in possession of or keep university fund.

(4) Students and/or their leaders are prohibited from signing revenue collection contracts or collecting any revenue on behalf of the University.

(5) All revenue due to the Guild shall be collected and banked on the Guild Account by the revenue collector appointed and/or posted to manage the guild funds on behalf of the guild leadership.

(6) The University Bursar shall be personally and pecuniary accountable for all funds, revenues or monies in their possession, collected or in their custody.

(7) All revenues for the University shall be banked on the authorized bank accounts of the University by the payers and an official receipts shall be issued against the banking slip by the revenue collector after confirmation that the amount of money indicated on the banking slip has been traced on the bank statement.

(8) No University revenue collector shall be allowed to receive cash from any student, contractor, creditor, agent, person or body on behalf of the University. Every person or body in need of paying any money to the University shall be advised by the revenue collector to bank the money on the official revenue collection bank account of the University or the guild using the prescribed banking system.

(9) Where the revenue collector, receives cash revenues on behalf of the University due to unavoidable circumstances, the revenue collector shall bank the money on the official University's revenue collection bank account within two working days.

(10) Acknowledgement receipts shall only be issued to all institutions and students who are not part of the University.

(11) All students fees payments shall be posted to the students' portal and this shall confirm payments received from the student and no further receipt (s) shall be issued.

(12) Reconciliations between revenue collected and student portal/ account/ ledger shall be routinely conducted and the revenue report submitted to the Vice Chancellor through Deputy Vice Chancellor (F&A).

#### **4.05. Tuition and Functional Fees**

(1) The University Council shall fix the rates of tuition or functional fees to be collected by the University from the students.

(2) No fees (whether tuition and functional fees) shall be charged or levied against any students unless such fees have been approved by the University Council.

(3) Tuition fees, unless otherwise defined, shall mean the direct financial cost/levy payable to the University by a student of a particular course of study (program) per semester to cater for the teaching service provided to the student. Each academic program (course of study) shall have its own costed rate of tuition fees.

(4) Functional fees shall mean those fees, other than tuition fees, which shall be levied or payable by students by virtue of being enrolled in the University or on the basis of the course of study or for any other reason.

(5) The nature, collection, custody, allocation and utilization of the functional fees shall be defined by the University Council from time to time.

(6) The functional fees shall be collected and categorized as prescribed under the second schedule of this Manual.

(7) The approved tuition and functional fees shall be levied only upon approval by the University Council and may be reviewed from time to time by the University Council.

(8) The University Senate may make proposals to the University Council for introduction or review of specified fees chargeable by the University for Consideration.

#### **4.06. Payment and Acknowledgement receipts of fees**

(1) All fees shall be paid through the official University bank account(s) opened for the purpose of collection and/or custody of fees.

(20. On ascertaining receipt of fees or other revenue on the correct bank account, the revenue collector shall issue an acknowledgement receipt immediately, in any case not later than 10 working days.

(3) In case of a computerized system, where the issue of a receipt is not relevant, the students shall be informed of their fees payments through their electronic portals or any other relevant social media.

(4) The office of the University Bursar shall make appropriate control arrangements for developing and issuing of official acknowledgement receipts for revenue collected and shall take relevant steps to prevent the use of unofficial receipts.

(5) Used receipt books if any, may be destroyed after ten years on approval by the Auditor General.

(6) Obsolete receipt books if any shall be returned to the officer in charge of the stores who shall acknowledge receipt in writing.

#### **4.07. Loss of receipt forms**

(1) If any unused receipt forms or accounting documents are lost, the loss shall immediately be reported to the Chief Internal Auditor for investigation with a copy to the University Bursar, and University Secretary, and advertisements shall be placed in the local press warning the public of possible fraudulent use.

(2) If a student's receipt is lost and the student may apply for and be issued with a duplicate or a certified copy of the lost receipt.

#### **4.08. Fees Payment Deadlines, Penalties and Refunds**

(1) The students shall be required to pay tuition and functional fees in accordance with the deadlines prescribed in the fourth schedule of this Manual.

(2) Failure to pay fees by the students within the prescribed deadlines shall attract penalties as prescribed in the fourth schedule of this Manual.

(3) Any student who fails to meet his/her fees payment obligations with the University on time and is officially allowed a temporary withdrawal in writing (dead year) may be refunded a portion of the paid tuition fees (excluding functional fees) in accordance with the fourth schedule of this Manual.

(4) No refund of any fees shall be made to any student who has been dismissed or suspended by the University or who has withdrawn from studies for any other reason different from the one above.

(5) Students who, for any reason, pay fees in excess of the amounts they are supposed to pay to the University shall only be refunded such excess fees after completion of his/her course of study or after satisfactory evidence of withdrawal from the University.

(6) All fees refunds to students shall be paid to the sponsor of the student who had been declared to the University at the time of admission.

(7) No refund of fees shall be paid directly to a student unless that student is self-sponsored and had originally declared in his application form for admission or registration form as a self - sponsor.

#### **4.09. Registration of Students**

(1) Students shall register with the office of the Academic Registrar every semester on satisfactory confirmation of payment of all University fees by the University Bursar.

(2) No student shall be registered by the Office of the Academic Registrar, unless the student has paid all University fees.

(3) Students who are not registered due to non-payment of University fees shall not be allowed to access University services including but not limited to the Library, medical, accommodation, lectures, academic assessment tests and assignments, examinations and other services.

#### **4.10 Taking of Examinations by Students**

(1) No students shall be allowed to sit any examination(s) without completing all the University fees.

(2) The office of the Academic Registrar shall work closely with the offices of University Bursar, Faculty/School Deans and Heads of Academic Departments to ensure that no student are allowed to take examination (s) without full payment of University fees.

(3) The Faculty/School Deans and Heads of Academic Departments, Examination Supervisors and Invigilators and Scouts shall ensure that no student is allowed to sit an examination unless such a student has provided evidence of full payment of all University fees.

#### **4.11. Budgetary Allocation of Fees**

(1) The University Council shall approve the allocation of the University fees every financial year towards the priority activities of the University.

(2) The University Council shall approve criteria for sharing of the fees amongst the various academic and administrative departments and faculties of the University.

#### **4.12. Prompt Actions for Recovery of Revenues**

(1) The University Bursar and/or heads of revenue collection units shall ensure that prompt reminders are sent to students or other creditors when revenue becomes overdue.

(2) If a reminder for payment of non-academic fees or other revenue fails to yield positive results with 30 days, legal proceedings shall be instituted or the relevant services shall be denied or both.

#### **4.13. Bad Revenue Debts**

(1) The University Council shall be the final authority to recommend “writing off” unrecovered revenue debts to the Secretary to the Treasury. In case the bad debt is paid, it shall be recognized as University revenue.

(2) The University Secretary shall provide satisfactory explanation to the University Council and to the Secretary to the Treasury as to why he/she thinks the revenue for which a waiver is being sought is irrecoverable and the steps he/she has taken to recover the said revenue in vain.

#### **4.14. Management of Funds from Development Partners**

(1) If the University receives funds from Development Partners, the University shall ensure that those funds are spent solely on the objectives and activities specified in the agreements between the Development Partner and the central government on behalf of the University or between the Development Partner and the University itself as the case may be.

(2) Development Partners’ funds shall be treated according to the conditions attached to them as agreed upon between the parties, and without prejudice to the foregoing:-

(a) Unconditional grants shall be integrated into the University revenue and utilized as part of the general University fund.

(b) The conditional grants from Development Partners’ shall be managed separately from the general University funds and utilized according to the agreed upon terms and conditions.

(3) The rules of virement, re-allocation and supplementary estimates as specified in this manual shall not apply to donor grants except where expressly authorized by the donor or is expressed in the grant agreement with the relevant Development Partners.

(4) The University shall make progress reports on how donor funds are utilized and regular financial statements shall be submitted on a periodic basis in accordance with the agreement entered into with the Development Partner.

(5) Reports made for Development Funds shall indicate facts and figures relating to specific funded activities and achievements.

#### **4.15. Revenue Recognition**

(1) The purpose of the revenue recognition is to prescribe the accounting treatment for revenue arising from certain types of transactions and events.

Revenue shall be measured at the fair value of the consideration received or receivable. This shall be in conformity to the policy issued by the Accountant General. This shall be to ensure consistency with Generally Accepted Accounting Principles and to provide guidance to support consistent application of the policy.

(2) The Revenue Recognition treatment herein shall govern both conditional and unconditional funds and revenues. Conditional funds or revenues refer to those revenues, funds or grants given to the University with conditions, rules or restrictions attached to their receipt, banking, custody, utilization and/or accountability.

(3) Conditional revenues, funds or grants shall be utilized, recognized, utilized and accounted for in accordance with the conditions, guidelines or restrictions set on them in the grant agreement.

(4) This Revenue Recognition procedure is intended for the following categories of revenue: Government subvention, student fees; sales of services and products; grants, contracts, gifts and bequests, income from investments, rental income and miscellaneous income.

(5) The office of the University Bursar shall be responsible for the administration of this procedure and may make guidelines to comply with generally acceptable accounting procedures or as may be directed by the Accountant General.



(6) The recognition of the various revenues in the books of accounts shall be carried out as follows:

- (a) Government subvention shall be recorded in the University books of accounts when received in cash. Conditional government grants shall be received and recorded on specific bank accounts for which they are opened. Unconditional grants shall be deposited and recorded on University general bank accounts.
- (b) Students' fees shall be recognized when the collective fees can be reasonably estimated and recoverable.
- (c) Any unpaid students' fees shall be recognized as arrears of fees or revenues receivable if they can be reasonably estimated.
- (d) Sales of services and products shall be recognized as revenue at point of sale or when the service has been provided.
- (e) Grants from donors shall be recognized as revenue when cash is received. The fund accounts to be used can be determined as follows:
  - (i) Unconditional grants shall be recorded as revenue for the University general funds account.
  - (ii) All conditional grants will be recorded as revenue of the appropriate restricted fund account.
- (f) Contracts revenue shall be recorded as revenue when the service or contract activity is performed, provided that at the time of performance ultimate collection can be reliably estimated and future economic benefits are expected to accrue to the University.
- (g) Gifts and Bequests shall be recognized in the period that are received. Gifts-in-kind shall be recorded at their fair market value on the date of receipt or at nominal value when fair market value cannot be reasonably determined.
- (h) Pledges from fundraising and other donations shall not be recognized until receipt of cash or other assets.
- (i) Investment Income shall be recognized if it can be reliably measured and collectability is reasonably assured.
- (j) Rental Income, shall be recognized if the amount to be received can be reasonably estimated and collection is reasonably assured.
- (k) Sundry Income shall be recognized, if collection is reasonably assured.

(8) University Bursar shall provide details of students who will not have completed fees (student debtors) to Academic Registrar who will ensure that all student debtors do not take for the examinations.

## CHAPTER 5: PAYMENT PROCEDURES AND SYSTEMS

### **5.01. Authority and Responsibility for Payments.**

(1) The Accounting Officer shall have the ultimate mandate and responsibility for expenditure of all public funds in the University in accordance with the approved budget and shall put in place efficient mechanisms for their efficient utilization and accountability.

### **5.02. Modes of Payment by the University**

(1) The mode of payments by the University from any of the University bank accounts opened and operated by the university Council shall be in any of the following;

- a) Cheques
- b) Electronic Funds Transfer (EFT),
- c) Telegraphic Transfers (TT)
- d) Real Time Gross Transfers (RTGS)
- e) Or any other modes of payment approved by Bank of Uganda.

(2) All payments shall be made through bank accounts provided in writing by the University suppliers, staff, creditors or payees.

(3) The University Bursar shall maintain proper records and ensure security of all payments made out by the University.

(4) Payments to contractors and suppliers arising from the issue of authorized contract certificates and local purchase orders shall be made by a crossed cheque or electronic bank transfer.

(5) Petty cash payments in any single Faculty or Administrative Department may be made by imprest holders only for small purchases not exceeding the amount determined by the Accounting Officer from time to time.

(6) Open cheques may only be issued in respect of the following:-

(a) The University Cashier for payment of salaries, wages, allowances or other payments to staff or other persons who for some reasons it is found more convenient and efficient to be paid on a cash basis.

(b) To imprest holders for replenishment of their imprest floats.

(7) Payments to contractors, supplier and service providers shall be in the exact name as submitted and agreed upon in the contract documents for the services, works or goods delivered/ supplied.

(8) The Accounting officer shall verify to ensure that the procurement contracts are awarded and signed with legal entities to which payments for goods, works and services will be made.

(9) The Procurement and Disposal Unit shall take responsibility for verification of the authenticity of the names of the suppliers, contractors and service providers to which contracts are awarded.

### **5.03. Payment Processes and Procedures**

(1) The Payment system shall have such strong controls in place to minimize risks without constraining the efficient delivery of services/outputs.

(2) The payment system shall ensure that it is efficient and shall eliminate redundant activities and controls. The relevant offices shall play important roles in the internal checks system to ensure that the payment system is secure and free of risks.

(3) The following procures shall apply in the payment processes:

a) Pre-payment audit shall be limited to given thresholds or amounts for the purpose of promoting efficiency in the payment processes.

- b) All claims shall be authorized by the University Secretary or his/her authorized representative.
- c) In a computerized environment, no pre-payment audit shall be necessary. In such a case, the Internal Audit department shall carry out post audit of the payments using risk based or systems approach depending on the strength of internal controls.
- d) The Finance Management Committee shall receive reports on payments made on a monthly basis for monitoring and directing on appropriate actions for implementation by the accounting officer or any other account holder.

(4) The Vice Chancellor may cause an investigation or inquiry into any payments or any financial transactions that may, according to his/her judgment, seem irregular or suspicious of causing a financial loss to the University.

(5). For the purpose of ensuring strong and efficient payment systems, the flow of the payment system shall be guided by the process described in the fourth schedule.

#### **5.04. Payment Documentation**

(1) All requisitions for payments shall be addressed to the Accounting Officer for approval by or through the relevant account holders.

(2) No payment of public funds shall be authorized unless the funds have been duly requisitioned/ applied for by the relevant users, suppliers, creditors, beneficiaries or their authorized representatives and approved by the Accounting Officer.

(3) All requisitions or applications for payment of public funds shall be fully supported by the relevant documentation or evidence including but not limited to funds requisition letters, invoices, delivery notes for approval by the Accounting Officer or his/her delegated representative.

(4) No payment of funds shall be authorized unless the payment vouchers authorizing the outflow of such funds have been duly verified and passed by the authorized staff, and approved by the University Bursar or his authorized representative.

(5) Expenditure shall be properly charged to the account of a given year and vote/ budget line. All approved payment requests not cleared in the year in which they are accrued shall be classified as arrears.

(6). All requisitions for payment shall give the necessary details of the payment particulars including;

- (a) The intended objective, activity and output for which the funds are requested,
- (b) The computation details of the amount requested,
- (c) And the justification for the requested payment.

(7) All paid vouchers, requisition letters, invoices, local purchase orders and all attached documentation shall be marked / stamped with the word “**PAID**” in bold, and visible capital letters and shall be signed by the paying cashier indicating the date of payment was made. The word **PAID** shall be an indicator that the payment voucher is dully paid and should be disposed of for filing in the archives.

#### **5.05. Recording of the Transactions in the Books of Accounts.**

(1) All paid Vouchers shall be posted in the cash books and ledgers within a period not exceeding 3 working days from the date the payment is fully executed.

(2) The date of payment of any amount shall be the date of the record of the transaction in the University books of accounts.

(3) Reversal of any payment or revenue or any other transaction record in the books of accounts shall be authorized by the University Bursar or his/her authorized representative.

#### **5.06. Payment and Accountability of Advances**

(1) Payment of a recoverable salary advance to a University employee shall only be accounted for by recovery of the money from the subsequent salaries or from any other monies due to the employee by the University.

(2) Administrative advances to the University employees, students or other officials shall be authorized by the University Secretary or his representative and shall be accounted for within two months of receipt of the money.

(3) An employee, who receives administrative advance, shall within two months of the date of receipt account for the money in accordance to the Finance and Accountability Act, 2003. The Accounting Officer shall recover from any staff who may not have accounted for the funds as specified above after the second month.

(4) An officer responsible for recovery of administrative advances shall be assigned by the University Bursar charged with the responsibility of producing monthly reports on advances and forwarded to Deputy Vice Chancellor (F&A).

(4) Any employee or other official, who receives an administrative advance which, due to unavoidable circumstances, cannot be accounted for within two months of receipt of the advance, shall apply to the Accounting Officer, in writing, for extension of the accountability period, with justified reasons.

(5) The accounting officer shall, after consideration of the reasons given in sub regulation 5.04(4) above, grant, vary or reject the accountability period applied for in writing to the applicant employee.

(6) The accountability period granted, varied or rejected by the Accounting Officer in sub-regulation 5.04(5) shall be final and shall be complied with accordingly by the affected official or employee.

(7) The Accounting Officer shall not authorize any advance to a University employee or official who has another outstanding administrative advance for any of the current or previous periods.

(8) The Accounting Officer may authorize payment of an advance to a contracted person or organization for the purchase of works, goods or services against a valid bank guarantee or in accordance with the provisions of the Public Procurement and Disposal of Public Assets (PPDA) Regulations.

(9) No advances shall be paid to non-salaried members of the University except in accordance with Sub Sub-Regulation 5.04 (8) above.

10. Under no circumstances, shall an administrative advance for one activity be utilized to fund another activity unless authorized by the accounting officer in writing.

#### **5.07. Appointment of Vote Holders.**

(1) The University Secretary shall appoint holders, every year after the approval of the budget estimates, who may be the Heads of Administrative Department or Faculty/School Deans or Heads of Section or Project Coordinators or Managers or Heads of Units responsible for the budget votes within the approved estimates.

(2) The Account or Vote holders in Sub-regulation 5.05(1) above shall ensure that no expenditure is incurred except if it falls within the authorized activities and amounts of the approved budget estimates.

(3) While retaining the ultimate responsibility for the votes under his or her control, an account holder may delegate the powers to authorize or order payment for goods, services and/or works to his or her deputy or to other senior officer(s) in the Administrative Department or faculty.

#### **5.08. Vote book/ Cost Centre Control**

(1) Each account holder shall, through the relevant Accountant, maintain a vote book/ cost centre control to record commitments and expenditure on all votes under his or her control.

(2) The vote book shall represent the department's comprehensive and up-to-date record of provisions authorized by the approved estimates or by official warrants, as amended by authorized virement, re-allocations and supplementary estimates.

(3) A record shall be kept in the vote book of the commitment of funds when local purchase orders, contract certificates and payment vouchers are raised, and their ultimate disbursement when payments have been made.

(4) In a computerized environment, the vote books may be automatically kept and controlled by the system but monthly print outs showing the performance of the budget items shall be submitted to the account holder for noting and monitoring of the vote performance.

#### **5.09. Registration of Specimen signatures**

(1) All signatories to financial instruments such as cheques, promissory notes, payment vouchers and supporting financial documents, including local purchase orders, receipts, petty cash vouchers, contract certificates shall register their specimen signatures with the University Secretary, the University Bursar and the Chief Internal Auditor and shall notify them of any cancellation or change of the authority.

(2) A member of the University Council, other than a full time employee, shall not be a signatory to any University's financial document, including cheques, promissory notes or any other financing document.

(3) The University Secretary shall avail copies of all specimen signatures to Faculty Deans, Heads of Administrative departments and require all staff to satisfy themselves by scrutiny and comparison that signatures on financial documents such as vouchers and cheques match the specimens and in case of doubt, payment procedures shall be delayed until satisfaction is met.

(4) Files containing copies of specimen signatures shall at all times be available for the use of the Chief Internal Auditor, the Auditor General and all other authorized officials in the performance of their duties.

#### **5.10. Emergency Cash Payments**

(1) Under normal circumstances no cash payments shall be made out of cash revenue collected except in accordance with sub-paragraphs (2) and (3) below.



(2) In cases of emergency, where funds are urgently required to be paid out from available cash in the office or drawn from the bank and paid on a cash basis to save a critical situation (such as an impending student's demonstration, lack of water, death, supplier's failure to supply students' food, burst of a sewerage pipe etc), the relevant Faculty Dean or head of Administrative department shall write to the Accounting Officer for authority, giving the nature and particulars of the emergency, the likely disaster/loss to the University if the money is not paid immediately in cash and how the emergency cash payment is expected to save the situation.

(3) The Accounting Officer shall, after judicious consideration of the circumstances of the situation approve, vary or reject the request for the emergency cash payment and his/her decision shall be binding.

#### **5.11. General and Special Imprest**

(1) Where it is necessary for an officer to be issued with official cash funds for disbursement on University purposes for which the normal pre-authorization procedures cannot apply, he or she shall be issued with an imprest.

(2) "General imprest" shall be issued on a regular basis to an Accountant, Accounts Assistant, or senior faculty or administrative department officer for the purpose of regular petty cash payments of the Faculty or Administrative Department concerned.

(3) A "Special imprest" shall be issued to a senior officer of the University for a specific purpose and time, for example, for the duration of a project, official function or visit.

#### **5.1. Imprest Management**

(1) An Officer in charge of imprest will be responsible for the management, security and accountability of the responsibility imprest cash float.

(2) The Imprest holder shall be responsible for full accountability of the funds under his/her control. The Chief Internal Auditor shall audit all imprests to verify the accountability of imprest funds.

### **5.13. Custody of Imprests**

(1) The University Cashier shall be provided with a money safe to keep strong custody of the funds entrusted to the University cash office.

(2). No money in cash-form shall be held in the cash office unless it is certain that there is a strong and safe facility that can securely keep such money.

(3) The cashier in charge of the money in a safe shall be fully responsible for the safety of the money and shall ensure that adequate security systems are in place to guarantee its safety.

(4) Each imprest holder shall be responsible for the full amount of his or her imprest until it has been properly retired and any disbursements from his or her imprest shall be made against properly certified imprest cash vouchers with supporting documents and entered in his or her imprest cash book.

(5) Where a large amount of cash is required to be withdrawn and kept in the office to fund an activity or function, the user shall apply through the account holder to the Accounting Officer stating the reasons for withdrawal of such large amounts of money at ago, nature of the activity or function for which such large amount of money is required and why such money should be withdrawn at once.

(6). Where the Accounting Officer approves withdrawal of such large funds from the bank, the University Bursar shall ensure that the relevant security measures for transportation, custody and payment of those funds are in place in the University cash office.

(7) Large amounts of money withdrawn shall be kept in the cash office and shall be released to the imprest holder in appropriate instalments on authorization by the University Bursar or his authorized representatives.

### **5.14. Replenishment and Retirement of Imprests**

(1) Replenishment of an imprest shall require the balancing of the cash book and completion of a payment voucher summarizing all transactions and vote codes and

submitting them to the University Secretary with all supporting documents and a cheque shall be issued which shall restore the imprest to its original amount.

(2) All imprests shall be retired or accounted for on or before the date specified on the imprest payment warrants or within two months of receipt of the money by the imprest holder.

(3) Internal Audit department shall verify accountabilities for all imprests and advances. A clearance certificate of shall be issued confirming acceptance of the accountability submitted by the staff.

(4) Imprest holders who, for some justifiable reasons, cannot account their imprests within the specified period or within two months shall apply for extension of the accountability period to the Accounting Officer whose decision the accountability extension shall be complied with.

(5) Imprests shall be repaid to the University, when no longer required or when found to be excessive, by depositing the money on the relevant bank account and submitting banking evidence and a copy of a receipt in the accountability documents.

(6) Officers who have not retired imprests by the set deadlines shall refund the money and shall not receive additional imprest until the previous imprests are accounted for.

(7) Any employee or other official of the University, who consistently fails to account for two advances or imprest funds within a financial year without acceptable reasons to the Accounting Officer, shall be cause for disciplinary action and shall not be allowed any other advance in future.

#### **5.15. Payment of Salaries and Wages**

(1) The Directorate of Human Resources shall be responsible for the preparation of budget estimates for the University officers/ employees' salaries, top-up, recruitment, retirement packages, headship and any other centrally managed staff payments or allowances.

(2) Payment of salaries and wages shall be the first charge on University funds and all employees shall be paid monthly salaries and wages on time.

(3) All Salaries, wages and monthly allowances of the University staff shall be due and payable from the 20<sup>th</sup> day of each month but arrangements may be made to effect earlier payment, particularly at times of public holidays.

(4) The Directorate of Human Resources shall be responsible for the maintenance of a staff establishment register with a record of full personal details and rates of pay of all established staff in the Administrative Departments and Faculties.

(5) The staff establishment register shall be kept up-to-date in accordance with the approved University staff structure, to agree with the personnel records, pay records and the nominal payrolls upon which the approved budget estimates are based.

(6) At the end of each month, a Faculty Dean or Head of Administrative department shall make a return to the Director of Human Resources indicating the number of employees and grades and any details of those who have resigned, died or absconded from duty.

(7) The human resources department/ directorate shall design an appropriate reporting form for submission of the monthly human resources report.

(8) The officers in charge of processing salaries or payrolls shall ensure that only appointed staff who appear on duty, are the only ones on the payrolls for the purpose of salary payments for each month.

(9) The Director of Human Resources shall swiftly communicate to the University Bursar with clear instructions for action, any absconded, dead, dismissed or terminated staff for the purpose of adjustment of the payroll, with a copy to the salary section.

#### **5.16. Payment of Gratuity, Allowances and Other Benefits.**

(1) Payment of gratuity shall be a first charge after salaries, wages and allowances on the University Funds.

(2) The Director of Human Resources shall initiate and ensure that gratuity is paid to the retiring staff within six months after effective retirement from the service of the University.

(3) No staff who has either retired or whose contract has ended shall be paid any retirement benefits including gratuity until official handover of the office and the University property.

(4) Any retired University Officer/ Staff/ employee who is indebted to the University and does not hand over the University property after retirement, the University Secretary, Director of Human Resources and the University Bursar shall ensure full recovery of all outstanding dues from his/her retirement benefit to the affected staff.

(5) The University shall be up to-date with monthly allowances including top-up allowances, part-time teaching allowances, caretaker allowances and acting allowances. The University Secretary shall ensure that allowances are adequately budgeted for every year.

(6) The Top-Up allowance, headship allowance and other salary based allowances shall be due and payable by the 20<sup>th</sup> day of each month.

(7) The Faculty/ School Deans and Heads of Academic Departments shall ensure that there is a register where all part time staff shall register their daily attendance.

(8) Part-time teaching allowances shall be paid latest by the end of the subsequent month based on Part time staff attendance registers.

(9) Payments for terminal Benefits shall be in accordance with the University Terms and Conditions of Service, Workman Compensation Act and the Employment Act.

## **CHAPTER 6: ACCOUNTING AND FINANCIAL REPORTING**

### **6.01. Accounting Policy and Chart of Accounts**

(1) The University shall apply the basis of accounting as advised by Accountant General for all government subvention, Internally Generated Revenue (Non Tax Revenue) while donor funds shall be treated on a purely cash basis.

(2) The University shall, however, comply with the accounting policy and Chart of Accounts issued by the Accountant General as prescribed by the Public Finance and Accountability Act of 2003.

(3) In the event of computerization of financial management systems, the University may embrace full accrual basis of accounting as and when advised so by government.

### **6.02. Accounting Systems and Procedures**

(1) The accounting procedures, methods, forms, format, records and other requirements to be used by University shall be as set out by the Accountant General in accordance with the Public Finance and Accountability Act 2003 and the Treasury Accounting Instructions.

(2) An accounting system or policy or basis shall not be introduced or a change made in the existing system or policy unless the system or change has been approved by the Accountant General and/or the University Council.

(3) In order to comply with required accounting systems, the properties and assets of the University, shall be properly registered, titles issued and valued and that requirement shall apply to both movable and immovable properties and assets.

### **6.03. Financial Management Records of the University**

(1) The University shall maintain and produce the following financial records on a monthly basis:

- (a) Cash books;
- (b) Journals;
- (c) General and/or subsidiary ledgers;
- (d) Stores ledgers or registers
- (e) Asset registers;
- (f) Bank reconciliation statements.

(2) The above financial records shall be kept and maintained in a format that is in accordance with standard financial management practices approved by the Accountant General.

(3) The accounting records stated in guideline 6.03(1) above shall supervised and verified for correctness on a monthly basis by a senior staff of the department of finance.

(4) No payment shall be valid unless such a payment has been claimed by a right person and is supported by a fully approved/authorized payment voucher, with all the necessary documentary attachments in support of the justification for the payment.

### **6.04. Security of Accounting Records**

(1) The accounting records shall be kept in strong rooms and securely locked buildings when not in use.

(2) No accounting record shall be removed from the room of safe custody except on authority of the University Bursar. Accounting records may be removed from the room of safe custody for any of the following purposes: auditing, investigation or for production in court. In each case an official acknowledgement shall be obtained and filed by the officer in charge of the accounting records.

(3) Auditors, investigators and inspectors shall be given proper facilities to enable them to carry out their audits, investigations and inspections without having to remove principal financial records from University premises.

#### **6.05. Retention and Destruction of Accounting Records**

The originals and copies of vouchers and used receipt books may be destroyed in accordance with the policy on inactive records approval by the University Council.

#### **6.06. Foreign Exchange Transactions**

(1) The University shall open and maintain a foreign exchange account for the most commonly used foreign currency.

(2) Foreign exchange shall be kept on the foreign exchange account from which all foreign exchange payments will be made to minimize currency exchange losses.

(3) The foreign exchange spent from the foreign exchange account shall be charged (in local currency at the ruling exchange rate) on relevant faculty or administrative department for which the relevant expenditure is made.

(4) The University shall translate all foreign exchange transactions into Uganda shillings for reporting purposes using the following principles:

(a) Assets and liabilities shall be translated at the closing rate which will be the date of the financial statement.

(b) Income and expenses shall be translated at the ruling exchange rates at the dates of the transactions.

(3) All resulting exchange differences shall be recognized in the income and expenditure statements.



### **6.07. Accounts of the University**

(1) The University shall keep proper books of accounts and other relevant records and shall balance its accounts for that year and produce statements of final accounts within three months from the end of each financial year in accordance with the Public Finance and Accountability Act, 2003 and the Universities and other Tertiary Institutions Act 2001.

(2) The form, format, notes and schedules to the accounts and statutory financial reports shall be as prescribed by the Accountant General in accordance with the Public Finance and Accountability Act 2003.

### **6.08. Disclosure Policy in the Financial Statements**

(1) The University financial statements shall be prepared in an accountable and transparent manner by providing full disclosure of the figures or other events in the financial statements.

(2) The principle of disclosure shall be by providing adequate notes and schedules that explain the amounts of transactions, cash, assets, liabilities or events indicated the financial statements.

### **6.09. Annual Closure of Accounts.**

(1) The University shall make an annual closure of accounts to create a cut off point for revenues and expenditures as a control measure for disclosure of payables, arrears and receivables in the final accounts.

(2) The annual closure of accounts shall include the following, among other matters:

- (a) Board of survey for stores and cash;
- (b) Journalizing any late submitted accounting entries;
- (c) Balancing all below-the-line ledgers and control accounts;
- (d) Setting 30<sup>th</sup> June of every year as the deadline for retirement of all imprests and advances;
- (e) Receiving and reconciliation of all project accounting records;

- (f) Balancing and reconciliation of all University's accounts.
- (g) Developing a trial balance for the University using the government Chart of Accounts as provided by the Accountant General.
- (h) Collection of certificates of balances on all bank accounts from the bankers.

#### **6.10. Audit of Accounts**

- (1) The University Secretary shall submit the accounts prepared by the University Bursar in accordance with the format approved by the Accountant General to the Auditor General within three months after the closure of the financial year in accordance with the Act.
- (2) The University Secretary, with the technical support of the University Bursar, shall ensure that all relevant documents supporting the submitted accounts are provided to the auditor Generals representative to facilitate the audit.

### **CHAPTER 7: TREASURY MANAGEMENT**

#### **7.01. Opening of Bank Accounts**

- (1) All University bank accounts shall be opened by the University Council and operated by the University Secretary, the University Bursar and any other approved University officer of the University.
- (2) Whenever a need arises to open a University bank account, the officer concerned shall apply in writing to the Accounting Officer, stating the title of the bank account, the bank where the account is to be opened, the purpose for which it is required and the proposed signatories to operate the account.
- (3) When the opening of the bank account is authorized by the University Council, the University Secretary shall notify the branch of the bank concerned to open the bank account, giving the type and title of the bank account to be opened and the relevant signatories.
- (4) The University Secretary shall make all necessary arrangements with the bank for the supply of specimen signatures and other requirements.

(5) All authorized signatories of University bank accounts shall register their specimen signatures with the University Secretary, the University Bursar and the Chief Internal Auditor.

(6) The University Secretary/ Accounting Officer shall inform the University Council of any bank accounts opened and closed within one month.

#### 7.02. Management of Bank Accounts

(1) All University bank accounts shall be operated by the Accounting Officer, the University Bursar and the relevant account holders appointed by the Accounting Officer. Alternate or additional signatories may be appointed with such limitations or conditions as may be deemed necessary by the Accounting Officer.

(2) Faculty, administrative department and project accounts shall have the Faculty Deans, the Administrative Heads of Department or Project Managers appointed as mandatory signatories to the respective bank accounts.

(3) However, the Top Management Committee may, on submission of the Accounting Officer, approve signatories other than those mentioned above where circumstances demand such a decision.

(4) Every University bank account shall only be opened in the official designation of the University at the request of the Accounting Officer, on the approval of the Top Management Committee.

(5) At the close of each financial year, the University Secretary shall provide the Auditor General with a list of all University bank accounts opened, closed and in operation at any time during that financial year and accounts closed during the course of the financial year to facilitate the auditing exercise.

(6) No payment should be made out of an account without the knowledge of account holder(s) who are the mandatory signatories.

(7) All monthly financial reports and bank reconciliations shall be forwarded to Deputy Vice Chancellor (F&A) who shall not be involved in day to day financial operations of the University.

### 7.03. Bank Reconciliations

(1) The University Bursar shall, through the relevant staff in finance department, reconcile the cash books with the bank statements once a month and a reconciliation statement showing all reconciling items between the cash book and the bank.

(2) Bank reconciliation statements shall be prepared in an approved in an approved format and entered in the cash book and shall be certified as correct by the University Bursar or his/her appointed representative within twenty (20) days after the end of each month.

(3) All un-presented or un-cleared cheques shall be disclosed in the Bank reconciliation statement every month for a maximum period of six months from the date of drawing of the cheque.

(4) All monthly bank reconciliations shall be submitted to the Vice Chancellor through the University Secretary and a copy to Deputy Vice Chancellor (F&A) by the University Bursar.

(5) All the account holders shall be availed with the monthly reconciliations by the University Bursar.

(6) After six months of un-presented or un-cleared cheques, the University Secretary shall write to stop the bank from honouring those cheques. Thereafter, the transactions affected by the said cheques shall be reversed in the accounts of the University Bursar.

### 7.04. Investments

(1) The University may, with authority of the University Council, invest funds in profitable investment.

(2) Any particular investment made by the University shall be approved by the University Council of the University after a convincing feasibility and profitability analysis.

(3) An investment register by the University Bursar shall be maintained showing details of each investments in accordance with an approved format.

(4) Investment proposals shall be annually authorized by the University Council in the budget estimates or other investment feasibility reports.

(5) Management shall submit quarterly progress reports on the investments shall be treated as one of the sources of University revenue.

#### **7.05. Borrowing of Funds**

(1) The University Council may, subject to section 60 of the Universities and Other Tertiary Institutional Act, 2001 borrow funds required for meeting its obligations and for carrying out its functions.

(2) The University Council may borrow temporarily, by way of overdraft of otherwise, sums of money to be paid within a short period for any urgent requirements in the discharge of its functions.

(3) The Minister responsible for finance in consultation with the Minister responsible for education may, from time to time, prescribe the maximum sum that may be borrowed in respect of the different votes of expenditure of the Public University.

(4) The borrowed funds shall be utilized for purposes for which they are intended and separate loan accounts shall be opened for that purpose.

(5) The accounting officer shall make quarterly progress reports on utilization of the loan funds to the University Council.

(6) The provisions for the loans agreement relating to principal repayment and interest payments must be adhered to in order to avoid litigations or attachment of University property.

(7) The University shall only be authorized to borrow funds after assurance to the University Council that repayments shall be met without default and that salaries of employees, as well as other statutory obligations shall not be affected by the loan repayments.

(8) Overdraft shall only be obtained by the University only if there are no funds available in any of the University accounts.

(9) Management shall ensure that the terms and conditions of the overdraft are adhered to in order to avoid litigations, surcharges or attachment of the University assets.

#### **7.06. Acceptable Payment Methods**

(1) Only cheques drawn on banks in Uganda may be accepted as payment for services rendered from only institutions approved by Top Management. Other forms of payments to the University shall be cash, Electronic Funds Transfer (EFT), Telegraphic transfers and banker drafts from a financial institution regulated by Bank of Uganda.

(2) Personal cheques from students, their parents or guardians and from other stakeholders/ clients of the University as forms of payment of University fees shall not be acceptable.

(3) If a cheque payment is received by the University for a service, that service shall not be provided until the cheque has been cleared through the banking system and the funds received on the relevant University bank account.

(4) Only cash banking-slips, Electronic Funds Transfers (EFT), Telegraphic transfers (TT) and from a financial institution regulated by Bank of Uganda shall be accepted as payment instruments from students and all other stakeholders.

(5) Under no circumstances, shall cheques drawn on banks outside Uganda be accepted as revenues.

(6) Post-dated cheques, promissory notes from individuals and other organizations, except those from the Bank of Uganda, National Treasury and/or other government bodies shall not be accepted by the University.

(7) Where the promissory payment instruments in sub-regulation 7 (060) are accepted, the relevant services for which they are made shall not be delivered by the University until the instruments have matured.

(8) The Accountant in charge of University bank account(s) shall maintain records of all cheque/draft/EFT or TT payments as and when the transactions occur.

(9) Any cheques issued to the University and not honoured by the bank(s) shall be reported by to the University Bursar in writing for appropriate action within seven (7) Working days by the respective Accountant.

#### **7.07. Cashing of University Cheques**

(1) Cheques shall not be cashed to any person except in the case of named officers of the University or the University cashier for the purposes of imprests and the payments of allowances on request of the payees and authority of the University Bursar.

(2) The Accountant in-charge of University bank account(s) shall maintain records of all cheque/draft/ EFT or TT as and when the transactions occur.

#### **7.08. Dishonoured cheques**

(1) The University Bursar shall maintain a list of dishonoured cheques and unless a genuine mistake has occurred, the defaulters shall not be allowed any other cheque payment facilities.

(2) Any cheques issued by the University and not honoured by the bank (s) shall be reported to the University Bursar in writing for appropriate action within seven (7) days by the respective Accountant.

(3) The University may take legal action against the drawer's dishonoured cheque (s).

#### **7.09. Cash Management**

(1) The Accounting Officer shall, with the support of the University Bursar, put in place the necessary control systems to manage cash related transactions. All activities involving the handling and management of cash transactions shall be authorized by the University Bursar.

(2) All staff involved in cash handling activities shall be responsible for the receipting, accounting and reporting the cash to the University Bursar for approval.

(3) Cash handling shall cover a variety of financial management activities, including petty cash management, collection, receipting, custody, issuance, expenditure, reconciliation, accounting for and banking of cash.

(4) The Office of the University Bursar shall ensure that the custody, handling, transporting or movement of cash and the procedures for receipting funds across the University utilize the best practices, principles and standards for cash management.

(5) All University officer/ employee (s) authorized to handle cash shall be insured by the University including cash in transit.

#### **7.10. Moving and Transporting Cash**

(1) The University Secretary shall provide security for custody, movement and transportation of cash.

(2) All funds received on a daily basis shall be paid into the bank without delay on the same day or the following working day.

(3) When transporting and moving cash the cashier or any other officer carrying the money shall be provided with a vehicle armed Police/ Security Officer(s).

#### **7.11 Responsibility for Safe Custody of Public Monies and Other Assets**



(1) Every staff of the University, who is in custody of any University assets such as monies, stores, land and buildings or other assets, shall be accountable for their safety and protection and for any loss arising there from.

#### **7.12. Security of cash and valuables**

All staff of the University who hold public money, documents and books of account, shall personally ensure their safe custody and take adequate steps to ensure their protection, handling, security and banking, as set out in this manual or any other instructions.

#### **7.13. Safes, Cash Boxes and Keys**

(1) The University shall ensure that all staff in charge of money and/or other valuable assets or documents are provided safes and secure cash boxes for the security of such money and valuable assets or documents in their possession.

(2) The office of the University Bursar shall keep a register of safes and cash boxes clearly showing the location of each and the relevant staff responsible.

(3) Any staff who, holds the original key to a safe or cash box shall be personally responsible for its safe custody and must remain present when the facility is opened or locked where double locking with separate keys exists.

(4) It shall be the responsibility of the staff handing over a key to ensure that his or her successor is informed, in writing, of the identity of any other key-holders and the location of the duplicate keys.

(5) University staff are prohibited from keeping private money or other private effects in University strong rooms, safes or cash boxes. Any personal assets or revenue found in any container of the University shall be considered University assets or revenue.

## **CHAPTER 8: MANAGEMENT OF STORES**

### **8.01. Management of stores and Assets**

(1) The University Bursar shall, in consultation with the Faculty/ School Deans and Heads of Administrative departments, exercise general supervision over all stores maintained by the University.

(2) The Faculty/School Deans and Heads of administrative department shall be directly responsible for the safety and security of all stores maintained in their faculties and administrative departments.

(3) In the execution of his/her control over stores, the University Bursar shall cause the appointment, capacity development and deployment of competent stores control officers and storekeepers.

(4) Donor project stores and assets shall be managed in accordance with conditions set down for the project or as prescribed by donor for the project store and assets.

(5) The University officer/ employee assigned to the Stores section shall maintain proper records in the management of Stores and Assets of the university.

### **8.02. Stores Control Arrangements**

(1) The Faculty/School Deans or Heads of Administrative departments shall consult with the University Bursary at intervals of not more than four (4) months on the economy and efficiency of their ordering, storage and accounting arrangements for stores and other assets and the consultations shall determine which methods and control procedures shall be most appropriate for stores and other assets.

(2) The officer in charge of the stores shall ensure that the management and control procedures for stores and other assets are complied with at all times.

(3) The Officer in charge of assets shall be responsible for ensuring that all assets and items of the University such as; heavy plant; light plant; working equipment: loose tools and inventories at all premises are in the assets register and are coded.

(4) All assets, stores and other items shall not be issued from their storage without an authorized issue voucher or system as may be required.

(5) The management of the University stores and assets shall be in accordance to the stores and Assets Management policy.

### **8.03. Stores Management Officers**

(1) There shall be a stores section for every Faculty/ Administrative Department of for a group of Faculties or/and Administrative Departments to ensure efficient management of stores.

(2) The University Secretary shall ensure appointment of competent, qualified and experienced staff in stores management.

(3) The stores management officers shall ensure that all accounts and procedures in respect of the stores in his or her charge are operating efficiently and effectively at all times, and that the storekeepers are carrying out their duties properly.

(4) The stores management officers shall liaise with and report to the University Bursar to ensure that the section's stores ledgers are balanced with the stores control ledgers.

#### **8.04. Inventories**

(1). Inventories shall be held for use in the provision of services and shall include consumable stores, maintenance materials, stock piles (e.g. students food, drinks), spare parts, work in progress (e.g. educational/ training course materials), and land/property.

(2). The Faculty/School Deans and heads of administrative departments shall be responsible for purchase and safe custody of inventories under their votes.

(3) All procurement of inventories shall be done in accordance with guidelines issued by the Public Procurement and Disposal of Public Assets Authority.

(4) Every staff officer of the University shall be personally and pecuniary responsible for the University property under his or her control or in his or her custody.

#### **8.05. Inspection**

(1). The University Bursar shall coordinate with Faculty/ School Deans and Heads of administrative department to ensure that thorough quarterly stocktaking is done and that the balances of the recorded inventories physically exist.

(2) The stock taking reports shall always highlight the challenges facing the stores systems and give concrete recommendations on the sufficiency of the storage control systems and on the general condition of inventories and storage facilities.

(3) The office of the Chief Internal Auditor shall make quarterly audit reports on the implementation of the guidelines relating to stores management in this manual to the Audit Committee for consideration.

#### **8.06. Checks by Storekeeper**

(1) A storekeeper shall be personally responsible through his or her immediate supervisor to the University Bursar for:-

(a) The checking, handling and proper storage of all inventories received into his or her store;

(b) The checking, packing and dispatch of all inventories issued from his or her store;

- (c) The correctness of his or her stock balance; and
- (d) The loss, shortage, leakage, damage, deterioration or waste of any inventories in his or her charge.

(2) The Storekeeper shall ensure the correctness of stock balances in the stores ledgers and bin (or tally) cards by systematic stock checking, covering the whole store at least twice a year.

(3) The storekeeper shall immediately report, in writing, to his or her immediate supervisor any surpluses or shortages or deteriorated, damaged, unserviceable or obsolete stocks.

(4) The Storekeeper shall ensure that his or her storerooms are kept clean and properly ventilated and that his or her inventories are well arranged and easily accessible.

(5) The Storekeeper will visit the storeroom daily and must bring to the notice of his or her supervisor any case of loss, shortage, leakage, damage or deterioration of the inventories for which he or she is responsible.

(6) The Storekeeper shall examine frequently all locks of doors, fastenings of windows and other security precautions.

(7) The storekeeper shall not permit the storeroom to remain open for any purpose during his or her absence nor may he or she delegate the duty of locking-up the storerooms to any other person.

(8) The storekeeper shall not permit anyone to enter the storeroom except in his or her presence.

(9) The storekeeper shall not allow any inventories to be removed from the store without his or her knowledge and without the production of a properly completed and authorized issue voucher.

### **8.07. University stores**

(1) The University shall designate secured buildings to be used as stores buildings. The stores buildings shall be provided with security systems including burglar proof equipment, water proof roofs and security guards to ensure secure custody of the stores.

(2) University stores shall be stocked to an optimum level with consumable items for use and restricted to those consumable items required for use and for the specialized needs of the University.

(3) Stores procedures for efficient stores management shall be implemented for reasons of economy, efficiency and effectiveness.

(4) The storekeepers shall ensure that the University doesn't run out of the stocks which are needed for everyday use of the University and shall ensure that new stock is requisitioned to avoid stock outs.

(5) The Procurement and Disposal Unit shall ensure that there are efficient procedures for quick procurement and delivery of such stores, materials, goods or assets.

### **8.08. Centralization of Stores**

(1) Notwithstanding the provisions of this Manual all stores shall be centrally controlled by the office of the University Bursar and quarterly reports shall be made on all assets to the University Council.

(2) The Faculty/School Deans and heads of administrative departments shall submit quarterly reports to the University Bursary on the status of stores in their faculties and administrative departments respectively.

(3) The University Bursar shall consolidate the quarterly stores reports and submit them to the University Top Management for discussion by the end of the month preceding the end of the quarter.

(4) Stores shall be part of the financial report submitted to Council.

#### **8.09. Receiving Inventories into Stores.**

(1) Storekeepers shall ensure that immediately on receipt, inventories are placed under shelter and safety.

(2) Immediately on receipt, items of inventory will be examined by the storekeeper in the presence of Internal Audit, a technical person, the user of the inventory and the supplier. The three officers shall check the items received against receiving documents (consignment note, delivery note, etc.) that all boxes, packages, etc. have been correctly delivered and that they are intact, unopened and undamaged.

(3) Any box/package that shows signs of damage or of being tampered with shall be opened in the presence of the supplier and the contents checked.

(4) Where goods are damaged or deficient, the nature of the damage or deficiency should be immediately returned to the supplier. The returned goods shall be recorded in the Goods returned Note if they had been officially received and recorded in the stores records.

(5) Non-current assets should be ordered with specified warrant period.

(6) On completion of the examination of the items received, the officers will prepare a certificate of examination, which should be signed by all the officers. This certificate will show the particulars of all inventories received, and any breakages. This certificate will be attached to the inventories receipt voucher as evidence that inventories were received in good condition.

(7) It is essential that on receipt of a consignment, a name and signature signifying that the goods have been received intact should only be given after being satisfied of the condition of goods.

(8) Any losses noted, after the delivery and receipt of the goods or assets into the store is completed, must be communicated to the accounting officer, the transporter and supplier immediately.

(9) Each package of inventories in the store must contain a slip stating by whom the inventory was packed and checked, together with the date of checking.

(10) The Storekeeper shall issue a Goods Received Note (GRN) to the supplier on satisfactory confirmation of the goods by the Technical person and/or user.

#### **8.10. Storage of Food stuff and Drinks**

(1) Foodstuffs and drinks procured shall be examined immediately on arrival for any bad or harmful effects by the Domestic Bursar, or any officer of the University trained and specialized in food and drinks management. The Domestic Bursar or other specialized person shall issue a certificate indicating that the food or drinks are fit for human consumption.

(2) If the food stuff or drinks are considered unfit for human consumption, the Domestic Bursar. Hall Warden or other specialized person shall issue a comprehensive report for submission to the National Bureau of standards or National Laboratory for further testing.

(4) The University may, after receipt of the laboratory results of the food and drinks tests above, seek legal advice from its lawyer with a view to suing the supplier.

(5) The University shall buy food/ drinks poison detection equipment/ tools and train the students' food/drinks technical staff in poison detection to ensure that the students and other people are protected from harmful food or drinks.

#### **8.11. Board of Survey**

(1) On the last day of the financial year, the University Secretary shall appoint a board of Survey to verify the status of all assets and properties and assess the security arrangements in place and other University establishments holding assets, or other items of value, as well as inspect and verify all goods on charge and belonging to the University.



(2) The Board of Survey shall submit a report to the University Secretary on the status, stores, land, movable and immovable assets of the University with concrete recommendations for the action of the University.

(3) The Board of Survey shall advise and recommend to the University Secretary any assets, stores or properties that need disposal by sale, destruction or removal.

(4) The Board of Survey shall value all stores, assets or other properties recommended to disposal.

(5) The University Secretary shall after judicious assessment of the report of the Board of Survey on the assets, stores or properties recommended for disposal submit to the contracts Committee for disposal.

(6) The University shall receive a Board of survey appointed by the Auditor General.

## **CHAPTER 9: MANAGEMENT OF NON - CURRENT ASSETS**

### **9.01: University Non-Current Assets**

(1) The University has a significant investment in its non-current assets. The Public Finance and Accountability Act, 2003 establishes the framework under which all government institutions must operate to ensure that their assets are properly managed and controlled.

(2) A fixed asset for the purpose of this Manual (also known as a non-current asset) shall be any item of plant or equipment which has a life expectancy (i.e. usage period) of more than one year. Items with a life expectancy of one year or less shall be considered to be consumable items and not non-current assets.

### **9.02. Maintenance of Non-Current Assets Register**

(1) The University shall maintain a non-current assets register within the Assets Management Section of the University Bursar's Office. Non-current Assets' register and the asset values shall be required to:

- (a) Provide information to faculties and administrative departments as to the assets under their control.

- (b) Provide information for management decision-making purposes.
- (c) Provide information for external reporting purposes.

(2) The Assets' Register shall list such details as description of the asset, its location, its cost, current value and its estimated useful life and residual value.

(3) The assets of the University shall be classified under the following headings:

- (a) All land purchased, donated or held on trust shall be recorded indicating the mode of ownership and any encumbrances. Land acquired without cost shall be recorded at valuation (at the date of acquisition).
- (b) All buildings and other Infrastructure (with inclusions such as air-conditioning, electrical and plumbing installations, car parks, roads and underground services).
- (c) Library Collections (comprising books, manuscripts and tapes etc.)
- (d) Works of Art (including paintings, sculptures and tapestries)
- (e) Vehicles (including cars, buses and grounded vehicles)
- (f) Printing Equipment (including printing machinery and photocopiers)
- (g) Computing Equipment (including networking equipment, peripheral devices, computers and printers).
- (h) Audio - visual Equipment (including sound systems, televisions, projectors etc).
- (i) Science Equipment (including all science and laboratory equipment)
- (j) Other Equipment (includes all items not falling into the above categories).
- (k) Precious Objects (includes items of historical significance)
- (l) Buildings acquired under a financial lease arrangement
- (m) Leasehold improvements and changes
- (n) Investment property.
- (o) Non-current assets classified as held for sale.

### **9.03. Recording of Assets in a Register**

(1) All assets of the University must be engraved/ labelled and registered centrally in the University Assets Register which shall be regularly updated.

(2) All assets costing UGX 1,500,000 or more which have a useful life exceeding 2 years shall be recorded in the University central non-current Assets Register. This threshold may be reviewed from time to time by the University Council.

(3) All assets which may be singly less than UGX 1,500,000 in value but which, are purchased in large quantities with consolidated value more than UGX 1,500,000 and are common in various parts of the University (such as students' furniture) shall be recorded as bulk value in the local Assets' Register maintained by the individual Faculties and Administrative Departments.

(3) In addition, all items assessed as being high risk from a theft viewpoint shall be recorded even if below the UGX 1,000,000 threshold e.g. portable and common use items such as hand drills, cameras and printers.

(4) Assets below the value of UGX 1,000,000 may not be considered for recording in a non-current assets register if they are not common in huge quantities and are of low risk from the theft point of view.

(5) The University shall install and operate assets management software for the purpose of managing its non-current assets register within six months after the approval of this Manual.

(6) Non-current assets costing below UGX 1,500,000 shall be recorded in local fixed asset registers maintained by the individual administrative departments and faculties.

(7) Local asset registers shall contain sufficient information to enable positive identification of assets. As a minimum, the following details need to be recorded: a unique asset number, date of acquisition, cost at acquisition, description of the asset, serial number of the asset, location of the asset and the officer in charge of the asset.

(8) A recommended spread sheet format for local asset registers shall be availed to the faculties and administrative departments.

#### **9.04. Updating the Asset register**

(1) The Assets Section of the University Bursar's office shall always be advised by the user/procuring Faculty or Department of the details of any new asset over USD 500 in value for inclusion in the Central Assets' Register.

(2) The Central Assets Register shall be update monthly and submitted the Vice Chancellor through the University Secretary.

(3) Donated Assets:- non-current assets donated to the University with a value in excess of UGX 1,500,000 must be entered into the central fixed asset register.

(4) Leased Assets:- Only assets which are subject to a finance lease shall be entered into the Central Non-Current Assets' Register. Information and Communication Technology assets which are subject to operating leases shall be entered into a local fixed asset register.

(5) Constructed Assets:- Assets which are constructed within the University shall be entered into the Central Non-Current Assets' Register when the value of that asset exceeds UGX 1,500,000.

#### **9.05. Acquisition of Non-Current Assets**

(1) Acquisition - In making the decision to acquire an asset the following fundamental principles shall be carefully considered:

(a) The purpose for which the Non-Current Asset is required is in keeping with the objectives of the University and will provide significant, direct and tangible benefit to it.

(b) The purchase is absolutely necessary as there is no alternative University asset that could be upgraded or adapted.

(c) The Non-Current Asset is appropriate to the task or requirement and is cost effective over the life of the asset.

(d) The Non-Current Asset is compatible with existing equipment and will not result in unwarranted additional expenditure on other assets or resources.

(e) Space and other necessary facilities to accommodate the asset are in place.

(f) The most suitable and appropriate type, brand, and model etc. has been selected.

#### **9.06. Utilization and Repairs of Non-Current Assets**

(1) Utilization - All assets shall be used for the purposes they were acquired. Asset performance shall be regularly reviewed to identify under-utilized and under-performing assets. The reasons for this shall be critically examined and appropriate actions taken.

2. Maintenance and Repairs. All plant and equipment shall be maintained in good working order by care and servicing as recommended in manufacturers' manuals. The most efficient repair and maintenance strategy shall be established and adopted. An operation and maintenance plan establishing responsibility and standards for the level of use, condition, servicing and performance shall be developed.
  
3. Supplier maintenance contracts may be obtained where considered to provide the most economic servicing and repair. A record of such contracts shall be maintained to avoid needless expenditure on non-contracted repairers. Similarly, warranties applying to such assets shall also be recorded.

#### **9.07. Security of Non-Current Assets**

1. Safeguard-Heads of administrative departments and faculty/school deans shall be responsible for the security of non-current assets under their control. This responsibility shall include ensuring that assets are used only by authorized persons, safeguarded against theft and damage and only removed from university premises with approval.
  
2. All members of staff and students shall be responsible for the care and protection of university assets. Every person who utilizes the property of the university shall do so with utmost care and consideration and in a manner which ensures the property will be subjected to the minimum wear and tear or damage.
  
3. The safeguard of delicate equipment such as computers, laptops and video cameras shall be particularly important not only because of their attractive and portable nature but also because of the confidential information that they contain, steps shall be taken to limit the risk of loss or theft including;

- a) Keeping offices locked when unattended and when travelling
  - b) Not leaving items unattended in public places, particularly in motor vehicles
  - c) In the case of laptops by transporting them in other than normal laptop bags or cases and removing all confidential information not required for the trip.
4. As far as possible all non-eased assets shall be engraved as being the property of All saints university Lango by either engraving or some other effective means.
  5. A staff member shall be nominated in each faculty or Administrative department or unit to have responsibility for managing the assets for that area, ensuring compliance with related procedures, performing stock takes and local contact for the university Bursars' section in charge of non- current assets.
  6. The university secretary, security office and Estates and works departments shall ensure security of all university assets including all assets that are taken out of the university premises.
  7. This manual shall be in conformity with the store and Assets management policy.

#### **9.08. Acquisitions from Research or consulting Funds**

1. Where faculties and /or Administrative departments establish research or consulting funds from which assets, such as computers, are purchased; such assets shall still be university property, must be recorded in the university asset register and shall be subject to the provisions of this manual.
2. All assets purchased from funds administered by the university (even if such funds are not directly owned by the university) shall be formally the property of the university, except where an agreement to the contrary is part of the conditions associated with a particular contract. Assets purchased in this

manner shall be university property and shall be recorded in the university Noncurrent Asset Register and shall be subject to the provisions of this manual.

#### **9.09. Assets Stocktaking**

1. A stocktaking of non-current assets appearing on the university non-current assets register shall be undertaken every either on a progressive basis or at selected stocktaking dates.
2. Stocktaking shall be the responsibility of Faculty/school Deans and heads of administrative departments. The Estates officer will coordinate the stocktaking exercises and shall provide appropriate documentation and support to facilitate a successful outcome. Such stocktaking exercises will be subject to subsequent sample checking by the Bursars' section in charge of non-current assets and Internal Audit.
3. A stocktaking of minor assets appearing on local assets' registers shall be taken on an annual basis within Faculties and administrative departments. It shall be the responsibility of each holding area to arrange this stocktaking exercises and to maintain records of the check for audit purposes.
4. The university secretary shall every year appoint a non-current assets stock taking committee. This shall give detailed report with concrete recommendations for action by management.
5. The Accounting officer shall, every financial year, submit a non-current assets report to the university council, detailing the findings on the status and management of non-current assets in the university with concrete recommendations for policy decisions.

#### **9.10. Depreciation of Non-current Assets.**

1. Depreciation shall mean the accounting process used to allocate the cost to particular accounting periods of "using up" the service potential of the asset over its useful life.



2. Depreciation of assets shall not be applied except after full computerization of the assets register and after the university has applied actual basis of accounting
3. The university shall depreciate those assets deemed to be depreciable on a straight line basis i.e over time basis with the following assets classes and depreciation rates applying;
4. Land, works of art, precious objects and rare books forming part of the library collection and non-current assets classified as held for sale shall not be depreciated.
5. Subject to sub-regulation 119(2) depreciation charges shall commence at the beginning of the month in which the asset is first put to use or held ready for usage. No depreciation charge shall be assigned in the month of the disposal of an asset which has not already been fully depreciated. All depreciation accounting shall be processed centrally by the office of the university bursar.

#### **9.11. Periodic Valuations.**

1. Asset values and their remaining useful lives shall be regularly reviewed to ensure that they reflect a true financial position. Assets that do not lend themselves easily to a depreciation calculation will be valued periodically.
2. The university secretary shall arrange for valuation, by an independent professional valuer of land and buildings, artwork and precious objects every five years. Any changes resulting from the periodic valuation shall be reflected in the non-current assets register and depreciation provision.

#### **9.12. Disposal or destruction of Assets**

1. Disposal of university assets shall be in accordance with the public procurement and disposal Act of Uganda.
2. Disposal by destruction method shall only be used when all other methods have been explored and found unable. All arrangements for destruction must be carried out under the supervision of the chief Internal Auditor.

3. Donations to charities or community organizations shall only be considered where no sales market exists or where the costs of alternate methods of disposal exceed the expected proceeds. The contracts committees' approval shall be required prior to any donation of an asset.

#### **9.13. Transfers of assets within the university.**

1. Often particular non-current assets considered obsolete or surplus to requirements in a particular department, faculty or unit may be of value and use to another unit, where it appears that this may be the case, advice should be provided to the university secretary who will arrange an internal advertisement seeking expressions of interest from any other department. Faculty or unit of the university.

#### **9.14. Theft and loss of noncurrent Assets**

1. University employee (s)/staff shall immediately (within 24 hours) report to the university secretary cases of theft or malicious damage of university's Non Current assets.
2. The responsible Faculty/school Dean or heads of administrative department shall prepare a written report for submission to the university secretary seeking approval for write-off action and for submission with subsequent insurance claims. The report shall cover all relevant matters including a recommendation to refer the matter to the polices and any other appropriate body (ies).
3. The university shall insure all assets subject to significant risk. The Accounting officer shall every year assess and submit non-current assets or groups of non-current assets requiring insurance cover for inclusion in the budget estimates to be approved by the university council.
4. The university secretary shall report to secretary to the Treasury of such loss or theft any loss or theft of university Assets.

#### **9.15. Proceeds on sale of Assets**

1. Any revenue obtained from the disposal of an asset will in normal circumstances be credited to the Faculty. Administrative department or project which originally purchased the asset.

#### **9.16. Accounting for Non-Current Assets**

The non-current assets management unit shall be responsible for reconciling the non-current assets register with the general ledger asset accounts on a monthly basis. Any discrepancies arising shall be investigated and corrective action taken to bring the two records into balance.

#### **9.17. Register of vehicles and Heavy plant.**

Faculty/school deans and heads of administrative departments shall ensure that all items of vehicles and heavy plant owned operated or maintained by their faculties or administrative departments are recorded in a register of vehicles and heavy plant in the format designed by the university.

#### **9.18. Inventories of light plant, working equipment and lose tools**

Faculty/school deans and heads of administrative departments shall ensure that inventories are kept of items of light plant, working equipment and loose issued to workshops, installations, works sites, or to employees for use in connection with their official duties and inventories shall be kept in the form prescribed by the university.

#### **9.19. Inventories of machinery, Furniture and other Equipment**

1. Faculty/school Deans and heads of administrative departments shall ensure that inventories of the contents of all houses,offices,workshops,university hospital, stores and other enclosures occupied or in the charge of university staff, particularly as to machinery furniture, movable fittings, equipment and livestock are kept.
2. The head of internal Audit shall verify to ensure that properties of the university are properly registered in the Asset register and the respective faculties or administrative departments managing those assets are keen in monitoring and verification of the status of the properties.

### **9.20. Registers of land and buildings.**

Faculty/school deans and heads of administrative departments shall ensure that asset registers are kept of all land and building owned, rented or occupied by the faculties or administrative departments and where title deeds exist, such shall be kept in a safe by the university secretary, to be inspected annually by the Auditor-General, and a schedule of these assets shall appear as part as annual accounts.

### **9.21. Handover Reports.**

1. The university staffs who are entrusted with assets shall always hand over such assets to other assigned staff of the university in case the entrusted staffs are to leave the university for a period of one more for leave further study, transfer, redeployment, retirement, suspension or dismissal etc.
2. The officers carry out the handover shall sign a handing over certificate, copies of which shall be sent to the university secretary, university Bursar and head of internal Audit and the handing over certificate shall be accompanied by a comprehensive handover report which shall among other things include a descriptive list of all items handover.
3. The director Human Resources shall initiate disciplinary action on the staff who does not hand over the university properties and recover any liabilities from such staff on behalf of the university.

### **9.22. Loss through Damage**

Any diminution in value of land, buildings, store and other assets through damage or accident or wear and tear shall regarded as a loss and the losses procedures under public Finance and Accountability Act and Regulations shall be complied with.

## **CHAPTER 10: RISK MANAGEMENT.**

### **10.01. Risk Management and Internal Control**

1. The Accounting officer shall, through heads of departments and Deans, be responsible for risk management and effective systems of internal control.
2. The procedures in this chapter shall be in conformity to the risk management manual developed the internal Audit department.
3. The Accounting officer shall communicate to the, Faculty/school deans and heads of administrative departments the arrangements needed to ensure compliance with all applicable polices, control systems, legislations and regulations, and other relevant statements of best practice.
4. There shall be arrangements to ensure that public funds and other resources of the university are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other provisions that govern their use.
5. It is the responsibility of Faculty/school deans and heads of administrative departments o establish sound arrangement, consistent with guidance given by the university Bursar or chief internal Auditor, For Planning, Appraising, Authoring and controlling their operations in order to achieve continuous improvement on economy, efficiency and effectiveness and for achieving their performance targets.

### **10.02. Audit and Investigations.**

1. The Internal Audit department and the Audit general shall be responsible for conducting audits.
2. The internal Audit department shall functionally report to the Audit Committee for all its operation and duties.

3. The vice Chancellor and the university secretary shall ensure that the chief internal Auditor of All saints' university Lango and the Auditor General have access to all documents and information necessary for facilitating their audit functions.
4. The end users who fail to provide information to the chief internal Auditor, Auditor General or any other authorized official of government shall face disciplinary measures.

#### **10.03. Computers and information systems.**

1. All university transactions shall be processed through the accounting information systems of the university or as specified by the ministry of finance, planning and economic development from time to time.
2. The university council shall continuously empower and oblige the university management to progressively computerize the financial management systems and other operations of the university in order to promote the efficiency and effectiveness of service delivery.

#### **10.04. Computer and information security.**

1. The university shall establish a directorate in charge of computer and information management systems to ensure that adequate information and communication technology polices are established and are applied to enable adequate security and protection over computers and of data held on computers operated by the university.
2. This policy shall applicable and in line with the Uganda communications Act, 1997 9as amended).
3. All employees shall have a responsibility to ensure that they do not cause loss, unauthorized destruction or disclosure of data held on information systems or computers operated by the university.

4. Each staff in charge of accounts or financial information held in a computerized environment shall ensure that such information is protected, conserved and only retrieved for the official reasons of job he/she holds.
5. The Faculty/school deans and heads of administrative department shall be responsible for ensuring that information and communications technology policies are implemented within their Faculties and/or administrative departments.
6. All university staffs shall comply with the requirements, and control over the use of e-mail, the internet and software piracy Guidelines as set out in the laws of Uganda.
7. The university Bursar, with the help of the head of the ICT department, shall be responsible for providing security to all financial information in the computerized environment and as such he/she shall provide access rights to financial information including editing or change of such information.
8. The university Bursar shall ensure that:
  - i. There are clearly defined levels of access rights to computerized financial information.
  - ii. All ICT users of financial information have secure passwords
  - iii. Back up of financial information is done every evening at the closure of business for the day.

#### **10.05. Insurance policy**

1. The following assets of the university shall be insured on annual basis after cost benefits analysis of the cost of insurance cover: cash in transit, cash in office, motor vehicles, computer laboratories, libraries, all computers and information systems.
2. The university secretary shall submit to the university council for approval, any other the categories of assets which are assessed to be insured by the university.

## **CHAPTER II: MANAGEMENT OF STUDENTS' GUILD FUNDS**

### **11.01. General Administration Of Students' Guild Funds.**

1. The Guild leadership shall manage separate guild bank account(s) into which all guild funds shall be deposited and expended.
2. The university guild funds shall be managed by the dean of students with the guidance of the university secretary, the university Bursar and the students 'Guild leadership in accordance with the approved budget for the guild for the relevant financial year.

### **11.02. Sources of revenues for the students Guild.**

1. The main source of the guild funds will be the student's fees specially charged by the university for the purpose of running guild activities. The guild fees shall be determined from time to time by the university council for the purpose of ensuring fair charging of fees to students.
2. All the fees charged on students for the Guild activities shall be remitted in whole to the Guild bank account from which that money will be managed.
3. Guild funds shall not be diverted to any other activities other than those approved in the Guild budget.
4. The university may allocate extra funds from any other source to the Guild on approval of the university council.
5. The guild may also receive other funds that may be specially attributed, allocated or donated to the guild by government, donors or any other partners.
6. The Guild leadership shall not be allowed to engage in the collection of any revenue in the university because the guild leadership is composed of students who are not employees of the university.



7. The Guild leadership shall, monitor the collection, banking and expenditure of the revenue to their bank account.

#### **11.03. The students' Guild Budget.**

1. The Guild Representative council (GRC) shall every financial year based on approved chart accounts prepare and submit budget estimates/ procurements and work plans to the university Bursar, senior procurement officer and director planning and development for incorporation into overall university budget for university council approval.
2. Any amendments to the Guild Budget estimates shall be approved by the guild representative council with concurrence of the dean of students in consultation with the university Bursar.

#### **11.04. The accounts of the students' guild.**

1. The dean of students shall be the overseer of the management of the students' guild funds and shall be the principal signatory to the account.
2. The students 'guild leadership shall open such a number of bank accounts as shall be deemed necessary for the efficient management of its funds on approval by the Top management of the university.
3. The dean of students shall be a mandatory signatory to the students' guild bank accounts together with the guild president and any other Guild ministers approved by the students' guild cabinet.
4. The university Bursar shall assign a staff in his/her department to manage/control revenue collection, expenditure of funds, to write the books of accounts for the guild operations, to maintain the financial documents and other assets relating to the guild operations.
5. The university Bursar shall approve transaction documentation relating to the guild funds in order to ensure observance of financial management rules, policies and regulations governing public funds.

6. The accounts of the students' guild shall be incorporated into the final accounts of the university for the purpose of compilation and submission to the Auditor General for Audit.

#### **11.05. Accountability for students' Guild fund and other Assets.**

1. All funds and other assets for the guild leadership shall be utilized for guild purposes and accounted for in accordance with this manual, the laws of Uganda and any other instructions issued from time to time by government or the Accounting officer.
2. Any monies advanced to any member of the guild leadership or any students or other officials of the university shall be accounted for within two months of receipt of the monies.
3. In any circumstance, where the money advanced cannot be accounted for within the specified period, the student, Guild cabinet members or any other official must apply to the Accounting officer for extension of the accountability period with justified reasons for consideration.
4. Where an application for extension of the accountability period above is not yet received by the accounting officer after the expiry of two months of receipt of the money, the accounting officer shall consider the advance a recoverable debt and shall take all necessary measures to recover the funds to the university Guild account.

# SCHEDULES

## First Schedule: Composition Of Top Management

The composition of top management shall be as follows:

1	Vice Chancellor	Chairperson
2	Deputy Vice Chancellor (Academic Affairs)	Member
3	Deputy Vice Chancellor (F&A)	Member
4	University Secretary	Member
5	University Bursar	Member
6	Academic Registrar	Member
7	Dean of Students	Member
8	Estates manager	Member
9	University Librarian	Member
10	Director of Human Resource	Member

## Second schedule: Functional Fees

### 2. General Functional Fees

This shall be fees payable by all students with exception of affiliated institutions.

General functional Fees shall include but not limited to the following;

**(a) Fees payable by Undergraduate students**

1. Application fees
2. Registration fees
3. Identity card fees
4. Examination fees
5. Medical Examination Fees
6. Medical subscription fees
7. Students' Guild fees
8. Under graduate gown
9. Library graduate gown
10. ICT Development fees.
11. Research fees
12. Maintenance fees
13. Graduation fees
14. Certificate fees
15. Transcript fees
16. Convocation fees
17. Sports fees
18. Development fees
19. And any other fees set by university council from time to time.

**(b). Fees payable by Graduate students**

1. Registration fees,
2. Identify card fees
3. Examination fees
4. Administration fees,
5. Medical examination
6. Medical subscription
7. Students' Guild fees
8. Library fees
9. ICT Development fees
10. Graduate Research
11. Extension fees
12. Maintenance fees
13. Graduation fees
14. Certificate fees
15. Transcript fees
16. Convocation fees
17. sports fees
18. Development fees
19. and any other fees set university council from time to time.

**c. Fees payable by DEPE/DSNEE & ODEL Programmes.**

- |                            |   |
|----------------------------|---|
| 1. Registrations Fees      | 9. Graduation fees                                |
| 2. Identity Card Fees      | 10. certificate fees                              |
| 3. Examination Fees        | 11. Transcript fees                               |
| 4. Students' Guild Fees    | 12. Convocation fees                              |
| 5. Practical Fee           | 13. sports fees                                   |
| 6. Orientation Fee         | 14. Development fees                              |
| 7. Study Materials Fees    | 15. Any other fees approved by university council |
| 8. Resource Materials Fees |   |

**(d). Fees payable primary Teachers colleges (PTCs).**

- |                            |  |
|----------------------------|--|
| 1. Registration Fees       | 5. Graduation fees                               |
| 2. Examination Fees        | 6. Certificate fees                              |
| 3. Promotional Examination | 7. Transcript fees                               |
| 4. School Practice         | 8. Any other fees approved by university council |

**(e). Fees payable by National Teachers colleges (NTCs)**

- |                      |   |
|----------------------|---|
| 1. Registration fees | 6. Any other fees approved university council from time to time |
| 2. Examination fees  |   |
| 3. Graduation fees   |   |
| 4. Certificate fees  | 7. Convocation  |
| 5. Transcript fees   |   |

**(f). Fees payable by Affiliated institutions**

1. Registration fees
2. Examination fees
3. Annual subscription fees
4. Any other fees set from time to time by university council

### **Third schedule: Other University Revenues.**

#### **3. Other University Revenues**

1. The university shall put in place other sources of revenue, in addition to students' fees to ensure adequate funding for the university.
2. The following fees and revenues shall be collected by the university from the user public;

#### **No Name of Revenue source**

1. Rental fees
2. Trading profits
3. Professional fees
4. Water user fees
5. Parking fees
6. Electricity user fees
7. Parking fees
8. Tender/Bid application fees
9. Contract fees
10. Accommodation fees
11. Photocopying fees
12. Secretarial fees
13. Sports/play ground user fees

#### **No Name of Revenues source**

13. Venue hire fees
14. Training fees
15. Conference fees
16. Laboratory service user fees
17. Teaching workshop user fees
- Vehicle repair/service fees
18. Vehicle repair/service fees
19. Vehicle assessment fees
20. Carpentry user fees
21. Welding user fees
22. Conference fees
23. Open grounds user service fees
24. Any other fees set by university council.

#### **(b). specific functional fees**

This shall be fees payable by students only for undertaking specific activities/services offered by the university or as a charge/penalty in accordance to the university policy, rules and regulations.

- a) Industrial Training fees
- b) College practice fees
- c) Community practice fees
- d) Application fees
- e) Affiliation fees
- f) Academic Testimonial fees
- g) Accommodation fees
- h) students' meals/feeding fee

- i) Document verification fees
- j) certification fees
- k) Late Registration fees
- l) Retake fees
- m) Replacement of lost documents (Admission letter, Registration card or examination card)
- n) Exam script remarking fees
- o) And any other fees approved by university council.

**fifth schedule: Payment process**

**Schedule Indicating the Payment Process.**

NO	PAYMENT PROCESS DESCRIPTION	ESTIMATED DURATION (DAYS)
1	Claim originated by the applicant through the head of the cost centre	1
2	Claim submitted to university secretary for approval	1
3	The US approves the claim and instructs the university Bursar to pay or/request for additional information	1
4	Bursar instructs the appropriate staff/officer for voucher writing	1
5	Voucher is passed by university Bursar or representative. this step shall not apply under a computerized environment	1
6	Voucher is taken for pre-audit and passed or additional information is sought from relevant officer (s)	1
7	pre-audit vouchers are sent to university Bursar for cost centre commitment control and writing of cheque.	1
8	Cheques circulated to various signatories for signing	2
9	Cheques are dispatched/cashed for payment	1
	<b>Total</b>	<b>11</b>

#### **Fourth Schedule: Students' Fees Payment Deadlines and Penalties**

1. All students shall pay 100% of all the fees (both tuition and functional fees) by end of sixth week of every semester without attracting any penalty or late registration fees.
2. Any students who fail to pay full university fees by the sixth week will attract penalty fees known as late payment fees or late registration fees which may be determined and/or reviewed from time to time by the university council.
3. Any student who, by the sixth week of a semester, has paid at least 50% of all the fees must ensure full payment of all the fees by the 10<sup>th</sup> week of that semester to avoid missing of end of semester examinations.
4. Any student who fails to pay at least 50% of all fees by the 8<sup>th</sup> week of any semester will be allowed to apply for a dead year at the end of the eighth week of the relevant semester. The application for a dead year by this category of students shall be received by the Academic Registrar by the 10<sup>th</sup> week of that semester for it to be considered a valid dead year.
5. The student who fails to make full payment of all the university fees by the 10<sup>th</sup> week even if he/she may have paid at least 50% of all fees by week 8 shall not be allowed to sit examinations for that semester but shall be required to apply for a dead year for that academic year. The application for a dead year by this category of students shall be received by the 12<sup>th</sup> week of that semester for it to be considered a valid dead year.
6. The student who applies for dead year in accordance with regulations 4 and 5 of this schedule shall be allowed to sit the missed examinations in the subsequent academic year and to proceed with his/her studies.
7. In accordance with the provision for penalties in (2) and (3) of this schedule, the university council approved fees for late students' payment (Late registration) as follows:-



- a) The late registration fees for students who enrolled at All saints university in or before the Academic year 2021/2022 is Ugx 50,000
8. Any student who applies for dead year due to failure to make full fees payment by the deadline and his/her application for a dead year is officially accepted in writing by the Academic registrar may be refunded 50% of the paid tuition fees, after deducting all functional fees.
9. No refund of fees, Referred to in 8 above, shall be made to a student offered a dead year if the portion of fees paid by the student did not exceed the total functional fees for that semester.
10. No refund of fees shall be made to any students who refuses or fails to apply for a dead year or to any student who prolongs his/her approved dead year without approval.

**Disclaimer:**

This Financial Management Manual shall be amended from time to time as the need may arise.